

Cardinal Part 3 Inquiries, Queries, and Reports Catalogue

March 2015

Introduction

The Reports Catalogue lists some of the more frequently used Cardinal Inquiries, Queries and Reports. They are grouped by functional area (i.e., Accounts Payable, Accounts Receivable, General Ledger, General Ledger-System Setup, and Security). Each functional area contains Inquiries, Queries, and/or Reports specific to that area.

For each Inquiry, Query or Report, the catalogue lists:

- Name and/or number Identifies the item in Cardinal
- Last revision date Reflects the most recent update in the catalogue
- Loaded into Catalogue Dates the item's initial entry into the catalogue
- Description Provides a brief synopsis of the item's contents
- Purpose / Use Lists ways you can use the data extracted
- Navigation Path Identifies one way of accessing. There may be more.
- Parameters Lists criteria that limit the data pulled
- Sample Shows an example

If you are using an electronic version of the catalogue:

- The page number in the Table of Contents provides a link to each item. Click
 Control + Click on the page number to go to the item page.
- The Find feature (under Editing on the Home tab) can be used to find an item if you are not sure of the exact name or number.

Inquiries – Most inquiries access information on a Cardinal page or component, where you can view details about a specific item or transaction.

Queries – Queries access the database directly, and are best used for defined information requests. Custom designed queries for COVA users typically begin with **V**_, followed by the abbreviation for the functional area, e.g. **AP_, AR_, GL_,** etc, followed by descriptive name. For example, if you are searching for an AP query, you can use **V_AP_** as your search criteria and select from the results that display.

Reports – Reports may be the best choice when you need higher volumes of data or data that is summarized across one or more functional areas. For example, if you need summary ledger or business unit information, a report may be your best resource.

There are two types of Cardinal reports: ad hoc and nVision. Ad hoc reports run real time. You can run ad hoc reports from the Main Menu or from myCardinal Financials. nVision reports are generated automatically during batch processing, either periodically

or based on some predetermined criteria. You can access nVision reports via FIN Report Manager.

Refer to the **NAV220 – Introduction to Reporting in Cardinal** course materials on the <u>Cardinal website</u> for details on inquiries, queries, ad hoc reports and nVision reports.

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Accounts Payable

Inquiries

AP - Cash Advance Request View Inquiry

LAST REVISION: 10/18/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This inquiry displays detail information about Cash Advances including:

- Employee Name, the Advance ID, Status, Accounting Date, Post Date, approval information
- Various amounts including the Advance Amount, Payments Received, Amount Applied to Expense Reports, Report Balance, and Amount Due Company
- Pending Action data including the Employee Profile: Name, Action
- Date/time and Action History including the Employee Profile: Name, Action, and Date/Time

PURPOSE / USE:

This inquiry provides detail information about employee cash advances.

NAVIGATION PATH:

Main Menu > Employee Self Service > Travel and Expense Center > Cash Advance > View

As an employee, you can only see your own cash advance data using this navigation path.

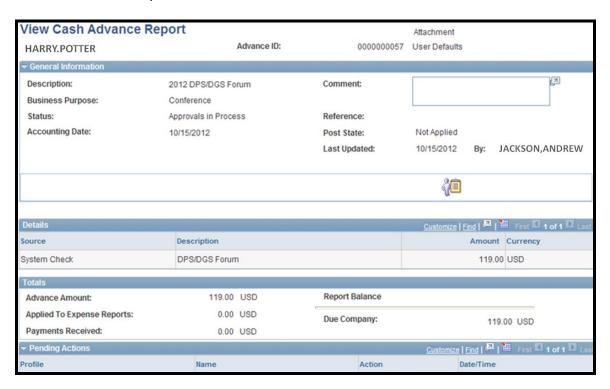
PARAMETERS:

- Advance ID
- Advance Description
- Name
- Empl ID
- Advance Status
- Creation Date

FORMAT:

Online

Cash Advance Request View





AP - Employee Expense History Inquiry

LAST REVISION: 10/18/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This inquiry displays employee expense type transactions (either Cash Advances, Expense Reports, Travel Authorization or all) for a specified period of time. The Expense History reported includes the Expense Type, ID, Description, Status, From and Through Dates, and Submitted Amount. The selection criteria can be modified on the page and the Search re-executed. The inquiry includes a breakdown of Action History as well as a link to the Expense Report Project Summary. In addition, the Expense ID is hyperlinked. When clicked, the system displays the Expense Report Detail page which is expandable by Expense Detail Type.

PURPOSE / USE:

This inquiry is used to research and review employee expense transactions.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History.

PARAMETERS:

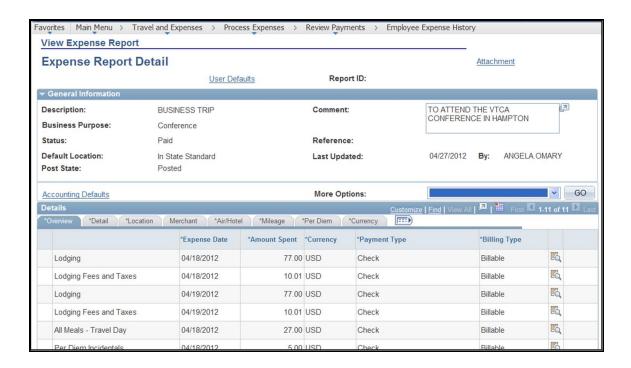
- Employee ID or
- Employee Name

FORMAT:

Online

Employee Expense History Inquiry





AP - Expense Report Budget Exceptions Inquiry

LAST REVISION: 10/23/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This inquiry identifies employee Expense Report budget exceptions. You can view information at a summary or detailed level.

PURPOSE / USE:

The report is used to:

- Identify employee Expense Reports that have budget exceptions for a specific date
- Identify all budget exceptions with a specific Process Status (e.g., Warning or Error)
- Drill down to view the accounting distribution, Expense Report, etc.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

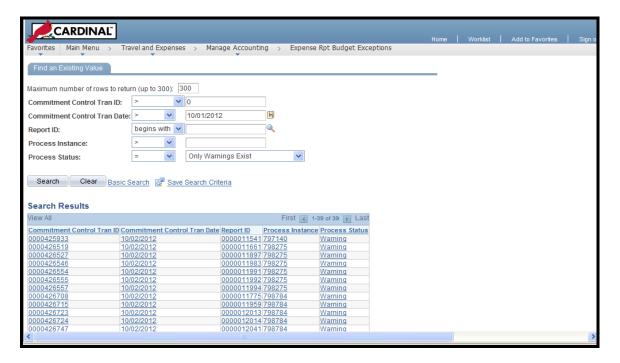
PARAMETERS:

- Commitment Control Trans ID
- Commitment Control Trans Date
- Report ID
- Process Instance
- Process Status

FORMAT:

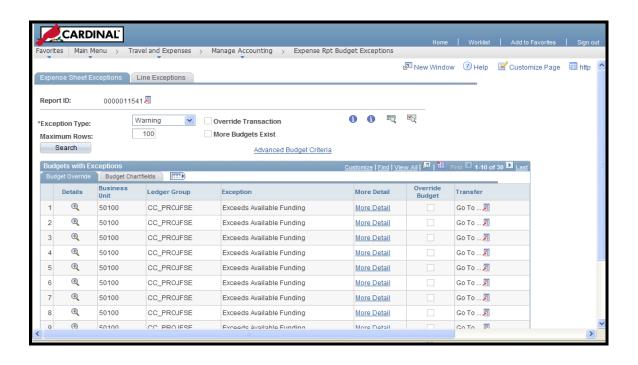
Online / CSV

Expense Report Budget Exceptions Inquiry



This inquiry lists all items with a process status of Warning that were identified when the commitment control process ran on 10/01/12. Click on any of the items to see more detail.

On the Expense Sheet Exceptions tab below, click on the magnifying glass under the Details Column to see transaction line details. Click on the link beside the Report ID to review the actual Expense Report. Click on the Budget Check Details link to see an explanation.



AP – Review Vendor Inquiry

LAST REVISION: 01/09/2015

LOADED INTO CATALOGUE: 01/12/2015

DESCRIPTION:

This online inquiry allows you to search for a vendor in Cardinal and view the vendor record.

PURPOSE / USE:

The purpose of this online inquiry is to verify a vendor exists in Cardinal and review the vendor record.

NAVIGATION PATH:

Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

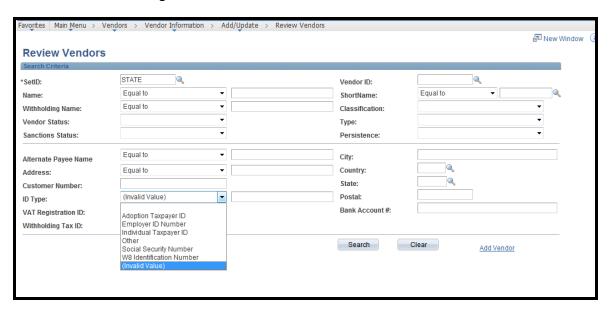
PARAMETERS:

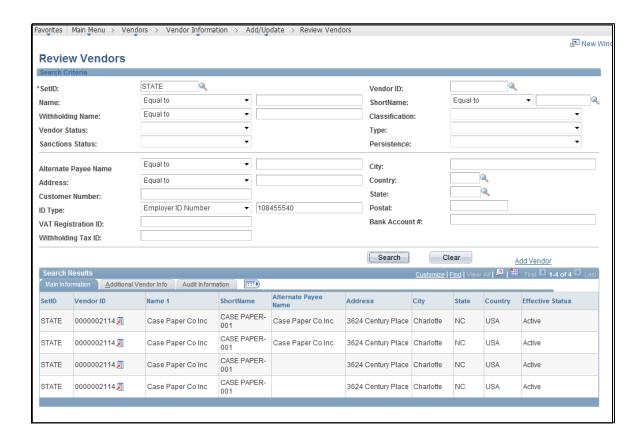
- Vendor Name
- Address
- Tin Type (EIN, SSN, or Other)

FORMAT:

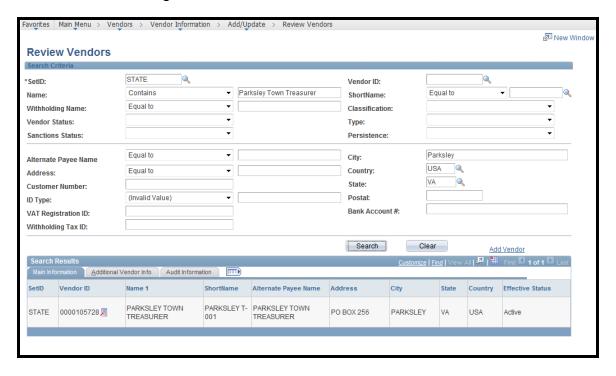
Online

Review Vendor Using TIN





Review Vendor Using Name and Address



AP - View Travel Authorization Status Inquiry

LAST REVISION: 10/19/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This inquiry displays information about Travel Authorizations including:

- general identifying information such as Employee Name, the Authorization ID, Description, Business Purpose, Status, Dates From and To, Last Updated and By Whom
- detail information such as Travel Expense Type and related Date, Amount, Payment Type, and Billing Type
- totals including Amount Due Employee calculated as Authorized Amount less Non-Approved
- Action History including the employee Profile (e.g., HR Supervisor), Name, Action (e.g., Submitted, Approved, etc.), and Date/Time

PURPOSE / USE:

This inquiry provides descriptive and status information used to review travel authorizations.

NAVIGATION PATH:

Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorizations > View

As an employee, you can only see your own cash advance data using this navigation path.

PARAMETERS:

Any one of the following:

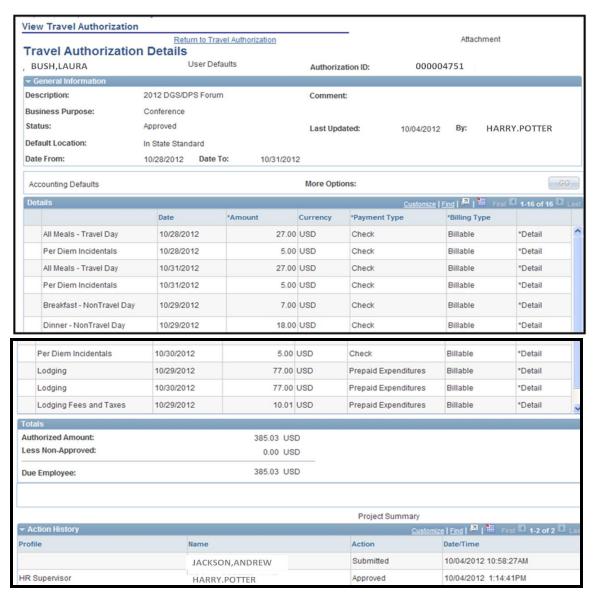
- Travel Authorization ID
- Name
- Creation Date
- Empl ID
- Status

FORMAT:

Online

View Travel Authorization Status





Queries

AP – Posted Cash Advance Extract Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query displays posted cash advances for a selected journal date range.

PURPOSE / USE:

This query can be used to review posted cash advance data for a specific journal date range. The query returns Cash Advance transaction lines. The query does not include the accrual and cash lines of the transaction.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_POSTED_ADV

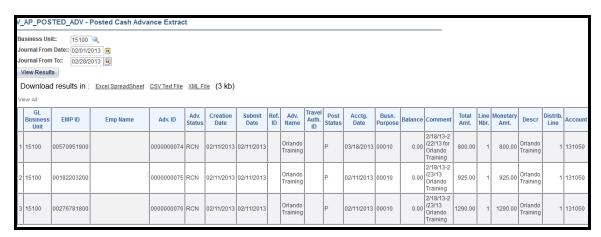
PARAMETERS:

- Business Unit
- Journal From Date
- Journal To Date

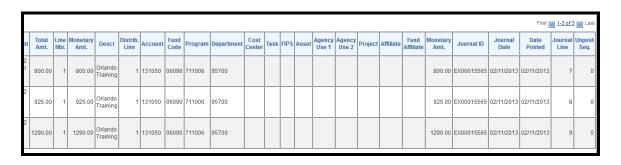
FORMAT:

HTML, Excel

AP - Posted Cash Advance Extract Query



Use the scroll bar to see the columns on the right.



AP – Posted Expense Report Extract Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query displays posted expense reports for a selected journal date range.

PURPOSE / USE:

This query can be used to review posted expense report data for a specific journal date range. Only the expenditure lines of the Expense Report will be returned in the query. The query does not return the accrual or cash lines of the transaction.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_POSTED_EXPN

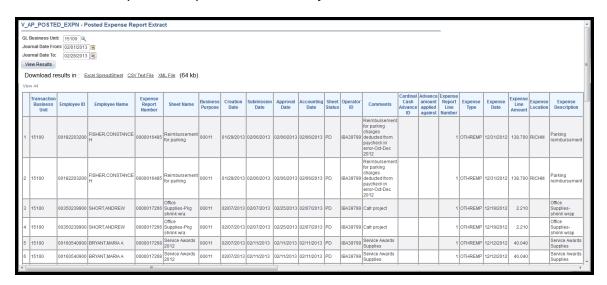
PARAMETERS:

- GL Business Unit
- Journal Date From
- Journal Date To

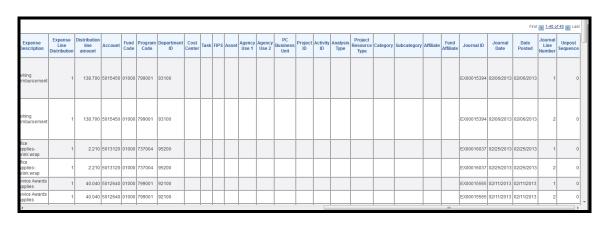
FORMAT:

HTML, Excel

AP - Posted Expense Report Extract Query



Use the scroll bar to see the columns on the right.



AP – Posted Voucher Extract Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query displays posted Vouchers for a selected journal date range.

PURPOSE / USE:

This query can be used to review posted voucher data for a specific journal date range. The query returns the voucher distribution transaction lines. It does not return the accrual and cash lines of the transaction.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_POSTED_VCHR

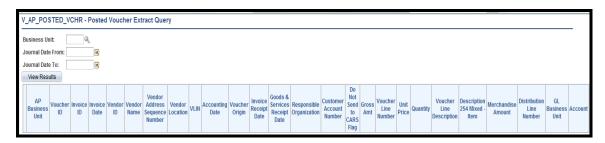
PARAMETERS:

- Business Unit
- Journal From Date
- Journal To Date

FORMAT:

HTML, Excel

AP - Posted Voucher Extract Query



Use the scroll bar to see the columns on the right.



Reports

AP - AP/GL Open Liability Account Reconciliation Report

Rpt Nbr: APY1400

LAST REVISION: 09/26/12

LOADED INTO CATALOGUE: 10/18/2012

DESCRIPTION:

This report can be run either for detail or summary information about vendor invoices, related vouchers, and journals.

PURPOSE / USE:

This report is used for reconciliation purposes.

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Voucher Reconciliation > Open Liability Reconciliation

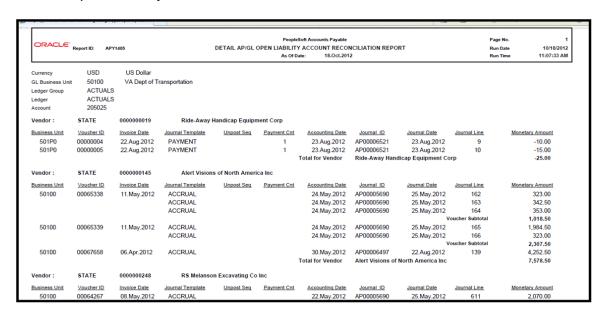
PARAMETERS:

- Report ID
- As of Date
- Business Unit Option

FORMAT:

PDF

AP/GL Open Liability Account Reconciliation - Detail



AP/GL Open Liability Account Reconciliation - Summary

STATE 0000039422 1ST CLASS CLEANERS LLC 50100 00067639 28.Mar,2012 1002A 6 STATE 0000014558 2 Procurement LLC 50100 00062800 11.May,2012 125 13,6 STATE 0000057110 364 WINGO ROAD LLC 50100 00059730 09.May,2012 FY1213035PO1 1 STATE 000004598 3D Communication Inc 50100 00059730 09.May,2012 FY1213035PO1 1 STATE 000004598 3D Communication Inc 50100 00059316 08.May,2012 1495 6 50100 00064590 16.May,2012 1497 1,7 Total for Vendor 3D Communication Inc 2,9 STATE 0000006842 A & E Excavating 50100 00059202 02.May,2012 17026013112A 2,2 Total for Vendor A & E Excavating 50100 00059202 02.May,2012 17026013112A 2,2	ORACLE [®]	Report ID: APY1400	SUMMARY AP/GL OF			ATION REPORT	г	Page No. Run Date Run Time	1 10/18/2012 11:07:33 AM
STATE 0000039422 1ST CLASS CLEANERS LLC Total for Vendor 1ST CLASS CLEANERS LLC 1000 1.5 CLEANERS LLC 1000 1.5 CLEANERS LLC 1000 1.5 CLEANERS LLC 1.5 CLEANERS L	GL Business Uni Ledger Group Ledger	t 50100 ACTUALS ACTUALS	VA Dept of Transportation						
STATE 0000014558 2 Procurement LLC 50100 00062800 11.May.2012 125 13.6	SetID	Vendor ID	<u>Vendor Name</u>		Business Unit	Voucher ID	Invoice Date	Invoice ID	Monetary Amount
Total for Vendor 2 Procurement LLC 13,8 13,6 13,	STATE	0000039422	1ST CLASS CLEANERS LLC	Total for Vendor				1002A	660.00 660.00
Total for Vendor 364 WINGO ROAD LLC 1 STATE 0000004598 3D Communication Inc 50100 00063916 08.May.2012 1495 66 50100 00064588 16.May.2012 1499 66 50100 00064590 16.May.2012 1497 1,7 Total for Vendor 3D Communication Inc 2,9 STATE 0000006842 A & E Excavating 50100 00059202 02.May.2012 17026013112A 2,2 Total for Vendor A & E Excavating 2,2	STATE	0000014558	2 Procurement LLC	Total for Vendor			11.May.2012	125	13,656.00 13,656.00
50100 0006458 16.May.2012 1499 6 6 50100 00064590 16.May.2012 1497 1,7 Total for Vendor 3D Communication Inc 2,9 STATE 000006842 A & E Excavating 50100 0005920 02.May.2012 17026013112A 2,2 Total for Vendor A & E Excavating 2,2 Excavating 2,2	STATE	0000057110	364 WINGO ROAD LLC	Total for Vendor			09.May.2012	FY1213035PO1	150.00 150.00
STATE 0000006842 A & E Excavating 50100 00059202 02.May.2012 17026013112A 2,2 Total for Vendor A & E Excavating 2,2	STATE	0000004598	3D Communication Inc	Total for Vandor	50100 50100	00064588 00064590	16.May.2012	1499	642.00 600.00 1,700.00 2,942.00
STATE 0000024983 A & M Concrete Corp 50100 00067748 25.Apr.2012 \$30-MAY-2012003229! 103,9	STATE	0000006842	A & E Excavating		50100	00059202	02.May.2012	17026013112A	2,220.00 2,220.00
	STATE	0000024983	A & M Concrete Corp		50100	00065592			103,930.91 51,976.55 155,907.46

AP - Cash Advance Aging by Business Unit Report

Rpt Nbr: EXC5701

LAST REVISION: 10/04/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

The report provides aging information for outstanding cash advances. You can run this report by Business Unit.

PURPOSE / USE:

The report is used to:

- Identify all outstanding advances for the Business Unit ID.
- List the number of days each advance has been outstanding, so you can track compliance with State / Agency policy.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Aging by Bus Unit

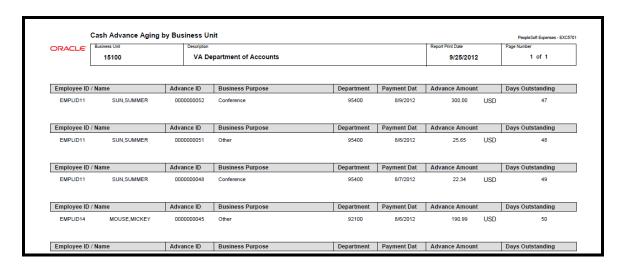
PARAMETERS:

Business Unit

FORMAT:

PDF

Cash Advance Aging by Business Unit



AP - Cash Advance Worklist Report

Rpt Nbr: n/a

LAST REVISION: 09/26/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

For each cash advance worklist item meeting search criteria, the results identify:

- Employee name and ID, business unit, cash advance ID, origin, created by, workflow instance, and amount
- Dates including submit, accounting, approval, and current
- Approval type, comment, and status

PURPOSE / USE:

The report is used to:

- Track advances requiring approval
- Analyze the time required to obtain approval

NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Cash Advance Worklist

PARAMETERS:

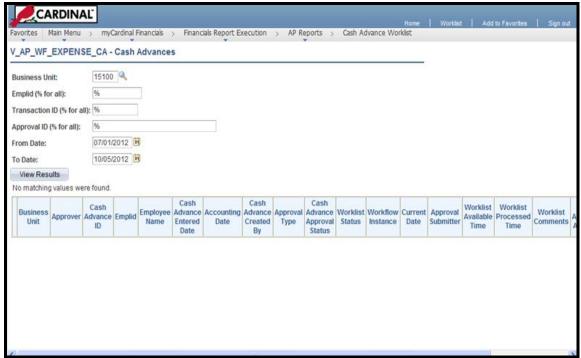
- Bus Unit
- EmplID (or %)
- Trans ID (or %)
- Approval ID (or %)
- From and To Dates

FORMAT:

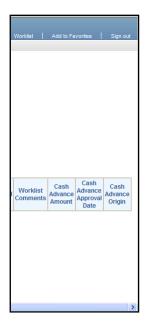
CSV to Excel

Cash Advance Worklist

V_AP_WF_EXPENSE_CA - Cash Advances



Scroll right to review remaining columns:



AP - Due Date Monitoring Report

Rpt Nbr: VRAP0750

LAST REVISION: 10/04/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report provides the number of payments made relative to their due date, by number, percent, and amount. Payments with no due date are listed separately. The report also calculates the average variance from due date and the percent of payments and dollars in compliance with prompt pay.

PURPOSE / USE:

The report is used to:

- Determine the business unit's compliance with prompt pay during a period
- Identify total number (dollars) paid during a period
- Identify trends in compliance rates and variances

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Payments > Due Date Monitoring Report

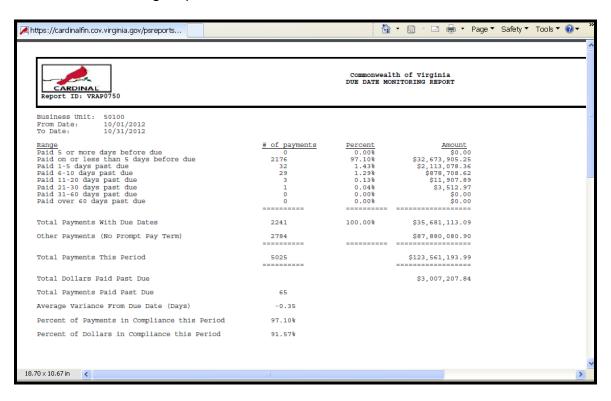
PARAMETERS:

- Business Unit
- From Date
- To Date

FORMAT:

PDF

Due Date Monitoring Report



AP – Expense Report Upload Error Report

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This report displays details about errors identified during the Expense Report Upload process for interfacing agencies.

PURPOSE / USE:

This report is used by interfacing agencies to view Expense Report Upload errors created when loading data from agency systems into Cardinal. These errors will need to be corrected in the agency system and re-sent to Cardinal.

NAVIGATION PATH:

Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Expense Report Upload Err Rpt

PARAMETERS:

- Business Unit
- From Date
- To Date

FORMAT:

SQR Report

AP – Expense Report Upload Error Report

CARDINA Report ID:				nwealth of Virginia RT UPLOAD ERROR REPO	RT	Run Date: 05/20/2014 Run Time: 01:22 00
ubmitting G						Page No. 1 of 2
Jpload Date 1	Range: 09-	-MAY-2014 to 09-MAY-	-2014			
Tile Name: Upload Date:		P968_IN_05022014_0101_0 2014	07.dat			
L Expense B Employee ID 0859153957	Expense ID	Sheet Name Safety Cloths	Dist Line	Error Field Name SHEET_ID	Field Value VIT0000042	Error Description Duplicate Expense sheet found in agency expense file for Business Unit:13600 and Expense ID: VIT0000042
0859153957	VIT0000042	Safety Cloths	0	SHEET_ID	VIT0000042	Duplicate Expense sheet found in agency expense file for Business Unit:13600 and Expense ID: VIT0000042
00859153957	VIT0000043	Site Visit 1	0	SHEET_ID	VIT0000043	Advance ID: 800000140 is being applied against multiple expense reports and the sum of the advance amount for those is greater than the cash advance halance
00859153957	VIT0000043	Site Visit 1	0	SHEET_ID	VIT0000043	The given advance amount for sheet ID: VIT0000043 is greater than the cash advance balance for advance ID: 000000140
00859153957	VIT0000044	Site Visit 2	0	SHEET_ID	VIT0000044	The given advance amount for sheet ID: VIT0000044 is greater than the cash advance balance for advance ID: 000000141
00859153957	VIT0000044	Site Visit 2	0	SHEET_ID	VIT0000044	Advance ID: 0000000141 is being applied against multiple expense reports and the sum of the advance amount for those is greater than the cash advance balance
0859153957	VIT0000045	Site Visit 3	0	SHEET_ID	VIT0000045	The given advance amount is greater than the expense report amount for sheet ID: VIT0000045
00859153957	VIT0000046	Site Visit 4	0	SHEET_ID	VIT0000046	report amount for sheet ID: \(\frac{10}{10000049}\) The given advance amount for sheet ID: \(\frac{11}{10000046}\) is greater than the cash advance balance for advance ID: \(\frac{000000140}{1000000140}\)
0859153957	VIT0000046	Site Visit 4	0	SHEET_ID	VIT0000046	Advance ID: 0000000140 is being applied against multiple expense reports and the sum of the advance amount for those is greater than the cash advance balance.

AP - Expense Transaction by Dept Report

Rpt Nbr: EXC4600

LAST REVISION: 10/04/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report lists all employees' expense transactions for a department during a specified period, in Account Number order.

PURPOSE / USE:

The report is used to:

- Track employees' expenses by account (e.g. mileage, food service) for a given period
- Monitor expenditures by account

NAVIGATION PATH:

Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Expense Transaction by Dept

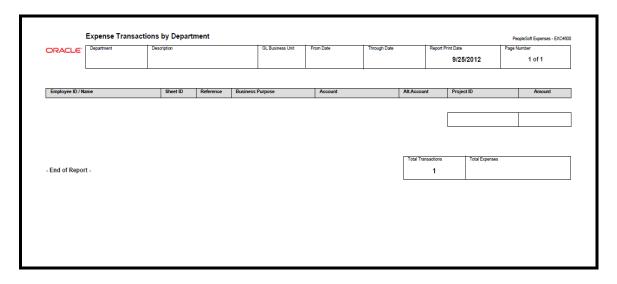
PARAMETERS:

- GL Unit
- Department
- Submission From Date
- Submission Through Date

FORMAT:

PDF

Expense Transaction by Department



AP - Payables Open Liability Report

Rpt Nbr: APY1406

LAST REVISION: 10/19/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report lists open liabilities for specified Business Unit(s).

PURPOSE / USE:

The report is used to:

- Identify all outstanding liabilities for one vendor either for a particular business unit or agency, or Statewide
- View all vendor liabilities for one or more business units

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Voucher Reconciliation > Payables Open Liability

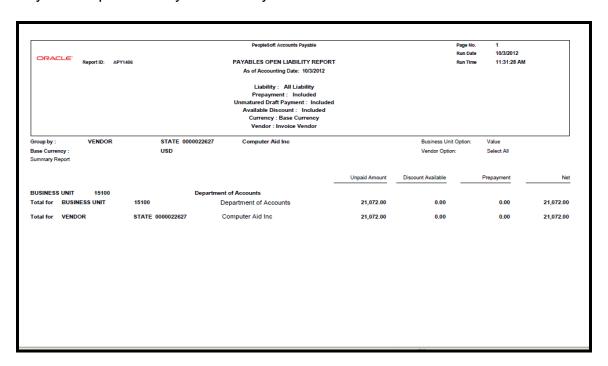
PARAMETERS:

- As of Date
- As of Date Type (i.e., Accounting Date or Invoice Date)
- You may elect to include Unrecorded Liabilities, Prepayments, Un-matured Drafts Paid and/or Available Discount
- Business Unit Option: You may select All or run for one Business Unit
- Vendor Select Option: For all or specified vendors
- Currency: Use Base Currency, USD, CRRNT and today's date
- Report Format Options: Allows different presentation, for Reporting by Invoice vs. Remit Vendor, Business Unit vs. Vendor order, and Detail vs. Summary

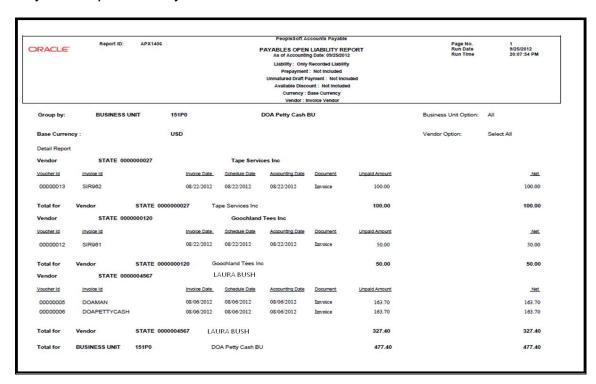
FORMAT:

PDF for both the Summary and Detail formats

Payables Open Liability - Summary



Payables Open Liability - Detail



AP – Payment History by Vendor Report

Rpt Nbr: APY2000

LAST REVISION: 01/04/2013

LOADED INTO CATALOGUE: 01/04/2013

DESCRIPTION:

This report can be run either in a detail or a summary format. In both formats the data is grouped by Payment Reference Number and Date for the Vendor specified on the report Run Control.

- The summary format is summarized at the Payment Reference Number level.
- The detail format provides additional detail lines within the Payment Reference number reporting line the Business Unit, Voucher ID, Invoice ID, Invoice Date, Discount Taken, and Paid Amount.
 - There will be at least one detail line within each Payment Reference Number row on the Detail format.
 - Typically, there are multiple detail lines within a single Payment Reference row.

If you run the report in both the detail and the summary format using the same date range on the Run Control for the same Remit Vendor, the totals at the end of the reports (i.e., Totals for Check Payments, Totals for Bank Account, and Totals for Currency) reconcile. This is demonstrated in examples below.

PURPOSE / USE:

• The report is used to research vendor payment detail and summary information.

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

PARAMETERS:

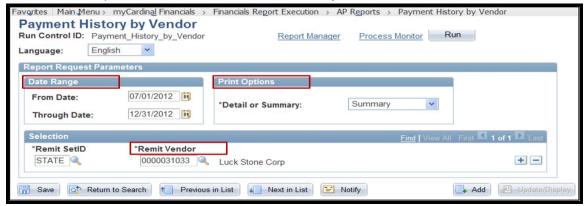
- From Date and Through Date
- Print Options: Detail or Summary
- Remit SetID: STATE
- Remit Vendor

FORMAT:

PDF for both the Summary and Detail formats

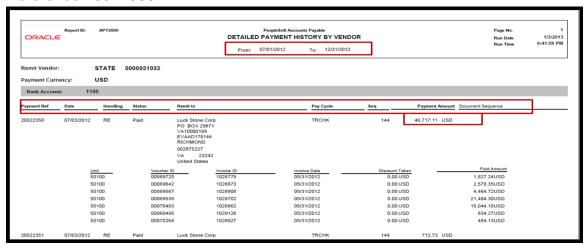
Run Control:

Under Print Options choose Detail or Summary



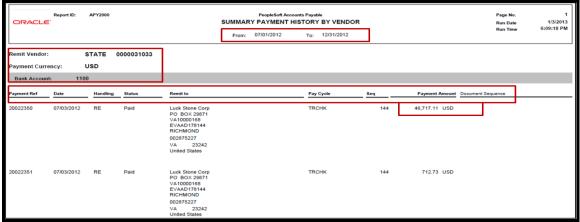
Detailed Payment History by Vendor:

Note total Payment Amount 46,717.11 (the sum of all detail lines) for Payment Reference 20022350.



Summary Payment History by Vendor:

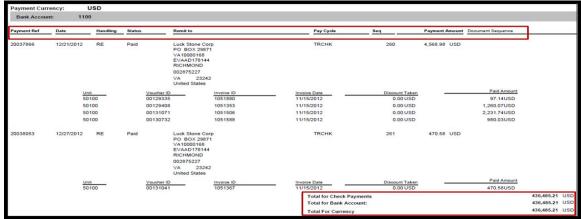
Note Payment Amount 46,717.11 for Payment Reference 20022350.



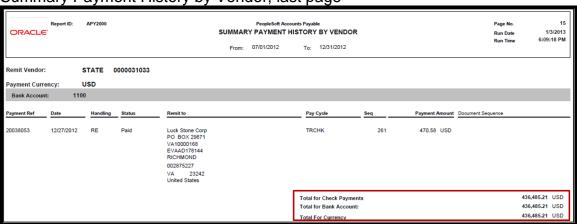
Payment Reference 20022350 on the Detail and the Summary Reports reconcile.

Report Totals:

Detailed Payment History by Vendor, last page



Summary Payment History by Vendor, last page



AP - Payment Register Including Offsets Report

Rpt Nbr: RAP581

LAST REVISION: 10/10/12

LOADED INTO CATALOGUE: 10/10/2012

DESCRIPTION:

This report provides information from the payment register including any offset payments. Information included is the Voucher, Vendor, Payment Reference (check or EDI number) and payment date.

PURPOSE / USE:

The report is used to review payments made, including offsets. This is helpful if you want to view payments made on a day for a range of dates.

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Payments > Payment Register Incl Offsets

PARAMETERS:

- Report Request Parameters: From Date, To Date
- AP Business Unit Parameters: Business Unit (or %)

FORMAT:

PDF

Payments Register Including Offsets

	COMMONWEALTH OF VIRGINIA PAYMENT REGISTER INCLUDING OFFSETS POT ID: RAPSS1												
From D To Date Run Op Busine	e: 08/31/201	2					Page	No. 1 of 5	5				
BU	Voucher ID Vendor Payment Date - 0	ID VCHR Amount	Remit Vendor ID	Remit Vendor Name	PYMNT Ref	PYMNT Amount	CDS Vendor	CDS Ref	_				
15100 15100	00000038 000000 00000038 000000	0023 2,222.32	0000000023	VXI Corporation CITY OF SUFFOLK	20020201 20020202	2,000.00 222.32							
	Total for - CHK	4,444.64	1			2,222.32							
15100	00000042 000000	3662 47.53	0000003662	XEROX Corp	90003419	47.51							
	Total for - EFT	47.5	L			47.51							
	Total - 07/02/20	12 4,492.15	;			2,269.83							

						Page No. 55 of 55
Grand Summary for Payment D	-		08/31/2012			
Grand Total Vouchered	Amount -	55,113.45	Voucher Count	-	96	
Grand Total CDS Amount	-	5,119.00	CDS Voucher Count	-	7	
Percentage CDS Offset	Amount -	9.288	Percentage CDS Offset	Voucher Count -	7.292	
Total Payment	-	48,231.37	Total Payment Count	-	77	
Total EDI Payment	-	21,617.75	Total EDI Count	-	35	
ACH Payment -	6,302.73		ACH Count -	15		
EFT Payment -	15,315.02		EFT Count -	20		
Total CHK Payment	-	26,613.62	Total CHK Count	-	42	

AP – Posted Payments Extract Report

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query displays voucher, expense report, and cash advance payments in Cardinal.

PURPOSE / USE:

- This query can be used to review payment information for a specified date range.
 - The query doesn't return any chartfields affected by payment post but it does include payee and payment reference identification (check, EDI, or ePayables numbers) information.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_POSTED_PYMNTS

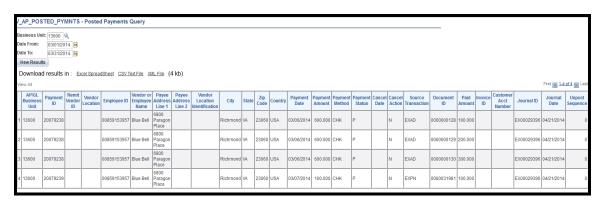
PARAMETERS:

- Business Unit
- Date From
- Date To

FORMAT:

HTML, Excel

AP - Posted Payments Extract Report



AP – Report of Federal Tax Payments Made Through EFTPS

Rpt Nbr: RAP611

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This report displays certain types of Federal tax payments such as payroll, backup withholding, Federal excise, interest payments, and tax penalties remitted to the IRS.

PURPOSE / USE:

This report can be used to review payments made to the IRS that needed to be process using the EFTPS payment method.

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Payments > EFTPS Payments

PARAMETERS:

- From Date and To Date
- Business Unit

FORMAT:

SQR Report

AP - Report of Federal Tax Payments Made Through EFTPS

CARDINAL Report ID: RAP611			Commo REPORT OF FEDERAL		Run Date: 11/13/2013 Run Time: 03:31 00			
From Date: 10/01/ To Date: 11/05/ AP BU: 15100,	2013						Page No. 1	of 2
Business Unit : 1 Reporting Entity: X								
Voucher Id Remit Ven	dor ID Tax Deposit Ty	me Tax Period	Social Security	Medical Amount	Withholding Amount	Tax Amount	Payment ID	Payment Date
00000355 IRS	941	22-OCT-2013	121000.77	235	1000	0	0000334938	15-OCT-2013
Total Voucher:	122,23	35.77						
00000415 IRS	09455	01-DEC-2013	0	0	3	0	0000335275	05-NOV-2013
Total Voucher:		3.00						
Total Reporting Enti	ty: 122,23							
Business Unit : 5 Reporting Entity: X	XXXX1730							
	dor ID Tax Deposit Ty	me Tax Period	Social Security	Medical Amount	Withholding Amount	Tax Amount	Payment ID	Payment Date
00243442 IRS	229	04-OCT-2013	0	0	0	100	0000335271	05-NOV-2013
Total Voucher:	10	0.00						
00243443 IRS	229	31-OCT-2013	0	0	0	100	0000335271	05-NOV-2013
Total Voucher:	10	00.00						
Total Reporting Enti	ty: 20	00.00						

AP – Schedule of Expenditures of Federal Awards (SEFA)

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query displays AP Business Unit, Account, Voucher ID, Vendor ID, Vendor Name, Vendor Class, Project, Fund, Task, Monetary Amount, Description, and CFDA Number.

PURPOSE / USE:

This query is used to assist with the preparation and submission of the various spreadsheets that comprise the Schedule of Expenditures of Federal Awards (SEFA) schedule that is submitted to the Department of Accounts (DOA) for the Single Audit Report.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_SEFA

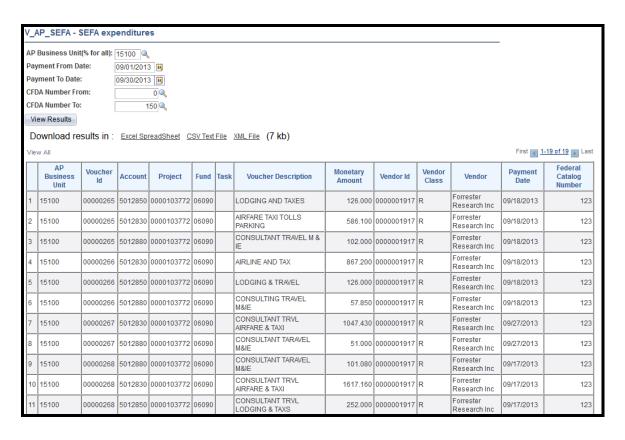
PARAMETERS:

- AP Business Unit
- Payment Date From and To
- CFDA Number From and To

FORMAT:

HTML, Excel

AP - Schedule of Expenditures of Federal Awards (SEFA)



AP - Unreimbursed Petty Cash Voucher Report

Rpt Nbr: RAP481

LAST REVISION: 09/26/12

LOADED INTO CATALOGUE: 10/16/2012

DESCRIPTION:

This report provides a list of vouchers which have already been included for replenishment. This report is used by Voucher Processors who handle petty cash.

PURPOSE / USE:

This report is used to identify vouchers that require petty cash replenishment.

NAVIGATION PATH:

Main Menu > Accounts Payables > Reports > Vouchers > Unreimb/Reimb Petty Cash Vchrs

PARAMETERS:

- Vouchers Begin Accounting Date,
- Vouchers End Accounting Date
- Unreimbursed or Reimbursed Vouchers
- AP Business Unit
- Voucher ID

FORMAT:

PDF

Unreimbursed Petty Cash Voucher Report

CARDIN Report ID:			i	Commonwealth UNREIMBURSED PETTY C VDOT Petty	ASH VOUCHER REPORT	Run Date: 10/02/2012 Run Time: 07:49 00
Youchers End	in Accounting Accounting Da AP Business U	ate: 09/30/2012				Page No. 1 of 2
Check Date	Check Nbr	Payee	Amount	Voucher ID	Description	Payment Note
07/02/2012 07/19/2012 07/19/2012 07/19/2012 07/20/2012 07/20/2012 07/20/2012 07/20/2012 08/06/2012 08/06/2012 08/06/2012 08/06/2012 08/06/2012 08/06/2012 08/06/2012 08/06/2012 08/06/2012 08/06/2012 08/06/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012 08/07/2012	9003419 90034209 9003423 9003423 9003423 9003423 9003423 20020212 20020213 20020214 20020216 8006522 9003429 2002026 2002026 2002026 2002026 2002027 2	000003662 000000001 000000001 0000039806 0000039806 0000011125 0000004454 0000050440 0000050420 0000004451 0000003278 0000013249 0000013249 0000013249 0000013249 0000013249 0000013249	47.51 246.00 246.00 246.00 246.00 333.00 335.00 450.00 450.00 550.00 450.00 550.00 330.05 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50 340.50	00000042 00000058 00000058 00000068 00000068 00000068 00000081 00000082 00000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 0000083 00083 00083	Remittance	

CARDIN Report ID:	AL RAP481		t	of Virginia CASH VOUCHER REPORT Cash BU	Run Date: 10/02/2012 Run Time: 07:49 00	
ouchers End	in Accounting Accounting Da AP Business U	ate: 09/30/2012				Page No. 1 of 2
Check Date	Check Nbr	Payee	Amount	Voucher ID	Description	Payment Note
77/02/2012 77/19/2012 77/19/2012 77/20/2012 77/20/2012 77/20/2012 77/20/2012 77/20/2012 77/27/2012 88/06/2012 88/06/2012 88/06/2012 88/06/2012 88/06/2012 88/06/2012 88/07/2012	9003419 20022029 9003420 9003423 9003423 9003423 90003423 20020212 20020213 20020213 20020214 20020216 20020226 20020226 20020226 20020226 20020227 20020227 20020227 20020227 20020227 20020227 20020227 20020227 20020227	000003662 000000003 0000039806 0000039806 0000039806 0000039806 000003705 000005705 000005705 000005454 000005044 000004451 000004451 000001279 000001279 0000013249 0000013249 0000013249 0000013249 0000013249 0000013249 0000013249 0000013249 0000013249 0000013249 0000013249 0000013249 0000013249 0000013249 0000013249	47.51 246.00 246.00 246.00 236.00 331.00 350.00	00000042 00000055 00000058 00000058 00000066 000000066 000000065 000000066 000000066 000000089 00000089 00000089 00000089 00000010 0000010 0000010 0000010 0000010 0000010 0000010 0000010 0000010 0000010 0000010 0000010 0000010 0000010	Remittance	

AP - Vendor by Vendor Attribute Report

Rpt Nbr: VAPR094

LAST REVISION: 09/26/12

LOADED INTO CATALOGUE: 10/16/2012

DESCRIPTION:

This report provides information for vendors associated with certain vendor types and SWAM classification.

PURPOSE / USE:

This report typically is used by buyers or voucher processors in order to inquire on certain vendors by vendor types.

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Vendor > Vendors by Vendor Attribute

PARAMETERS:

- Vendor Set ID: use STATE
- Certification Source
- Government Classification
- Vendor Status

FORMAT:

PDF

Vendor by Vendor Attribute Report

	Commonwealth of Virginia VENDOR BY VENDOR ATTRIBUTE REPORT											
Report ID : VAPR094	_					Run Date : 10/16/2012 Run Time : 3:15 PM						
Vendor SetID: Certification Source: Government Classific Vendor Status: Vendor ID Number 0000000155	STATE VDMBE Vendor Name and Address Cavalier Window Cleaning Inc 465 Newtown Rd Greenwood VA 22943	SWAM Certification Expiration Date 2/13/2012	Vendor Type Corporation	Certification <u>Source</u> Virginia Cept of Minority & Business Enterprise	Government Classification Woman Business	Page No: 1 of 27 <u>Vendor Status</u> Approved						
000004751	Drew,Nancy 12345 Main St. Anywhere, ST 99999	1/28/2013	Properietorship	Virginia Dept of Minority & Business Enterprise	Woman Business	Approved						

Vendor ID Number 0000001127	Vendor Name and Address O R Colan Associates of Florida LLC 11111 Carmel Commons Blvd Ste 410 Charlotte NC 28226	SWAM Certification Expiration Date 6/18/2015	Vendor Type Reportable COrporation	Certification Source Virginia Dept of Minority & Business Enterprise	Government Classification Woman Business	Page No: 2 of 27 <u>Vendor Status</u> Approved
000001331	ON-LINE ComputerProducts Inc 672 Pleasant Street Norwood MA 02062	5/11/2013	Corporation	Virginia Dept of Minority & Business Enterprise	Woman Business	Approved
0000001394	The Training Associates Corp 287 Turnpike Road Westborough MA 01581	10/6/2014	Corporation	Virginia Dept of Minority & Business Enterprise	Woman Business	Approved
0000001805	Indrasoft ins	7/13/2014	Corporation	Virginia Dept of Minority &	Woman Business	Approved

AP - Voucher Error Report

Rpt Nbr: RAP508

LAST REVISION: 10/22/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists vouchers with errors and identifies:

- Business Unit
- Responsible Org
- Current Date
- Voucher ID
- Entry Status
- Budget Status

PURPOSE / USE:

This query identifies vouchers with entry and budget status with errors. You can then use inquiry to look up a specific voucher and determine the nature of the error.

NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Voucher Error Report

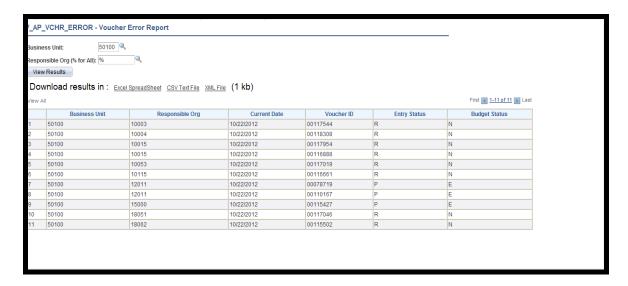
PARAMETERS:

- Business Unit (You must select one Business Unit)
- Responsible Org (or % for all Responsible Orgs)

FORMAT:

CSV to Excel

V_AP_VCHR_ERROR – Voucher Error Report



Entry Status:

- P Pending
- R Recycle

Budget Status:

- N Not Checked
- E Error

AP - Voucher Payments Awaiting Due Dates Report

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query displays voucher data for a selected due date range by a specified Business Unit, and fund.

PURPOSE / USE:

This query can be used to review voucher data and invoice due dates for a specific date range, Business Unit, and Fund in order to assist with draw down.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_PYMNT_DUE_DATE

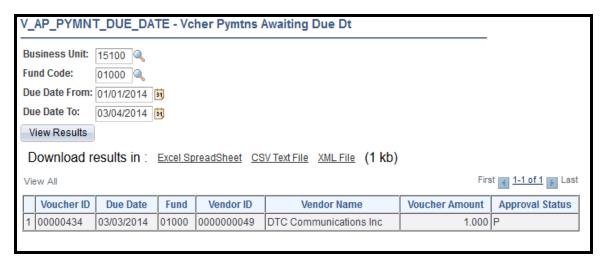
PARAMETERS:

- Business Unit
- Fund Code
- Due Date From and To

FORMAT:

HTML, Excel

Payments Awaiting Due Dates



AP - Voucher Upload Error Report

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This report displays details about errors identified during the Voucher Upload process for interfacing agencies.

PURPOSE / USE:

This report is used by interfacing agencies to view voucher upload and One Time vendor upload errors created when loading data from agency systems into Cardinal. These errors will need to be corrected in the agency system and re-sent to Cardinal.

NAVIGATION PATH:

Main Menu > Accounts Payable > Reports > Vouchers > Voucher Upload Error Report

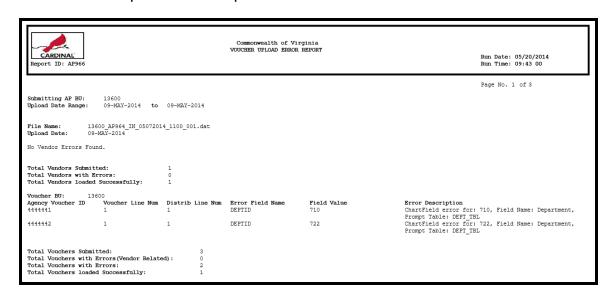
PARAMETERS:

- Business Unit
- From Date
- To Date

FORMAT:

SQR Report

AP - Voucher Upload Error Report



AP - Voucher Worklist Report

Rpt Nbr: n/a

LAST REVISION: 10/02/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists vouchers with Approval Status of D (denied) or P (pending) and identifies:

- Business unit, voucher ID, created by, worklist available and processed time, worklist status, instance, dates including system, entered, and accounting
- Approval information including type, approver and approval submitter, status
- Voucher amount, voucher due date, and origin

Purpose / Use:

The query is used to:

- Identify outstanding vouchers requiring review for an approver who is unexpectedly out of the office
- Identify items that have been denied and need to be deleted
- Identify all items at the end of an accounting period that need to be worked

NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Execution > AP Reports > Voucher Worklist

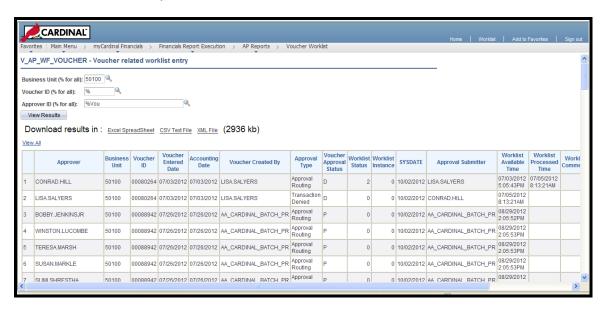
PARAMETERS:

- Bus Unit (or %)
- Voucher ID (or %)
- Approver ID (or %)

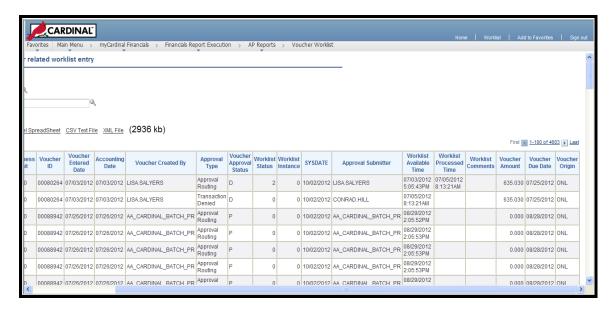
FORMAT:

CSV to Excel

Voucher Worklist Report



Scroll to the right to view the last 4 columns: Worklist Comments, Voucher Amount, Voucher Due Date, and Voucher Origin.



Accounts Receivable

Queries

AR – ATA Receiving Agency Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This report provides payment information for Agency to Agency (ATA) transactions based on Customer ID and Business Unit. It also provides customer names, accounting distributions, accounting date, deposit ID, and deposit control ticket number.

PURPOSE / USE:

This query can be used by COVA agencies to assist with ATA documentation.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_ATA_RECEIVING_AGENCY

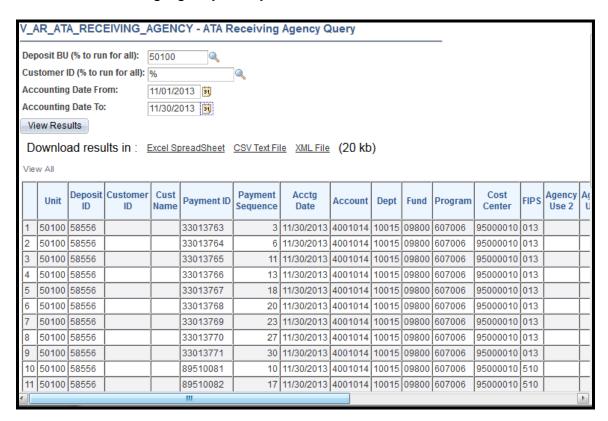
PARAMETERS:

- Deposit BU
- Customer ID
- Accounting Date From
- Accounting Date To

FORMAT:

HTML, Excel

AR - ATA Receiving Agency Query



Use the scroll bar to see the remaining columns.

													First	1-35	of 35 Last
ccount	Dept	Fund	Program	Cost Center	FIPS	Agency Use 2	Agency Use 1	Asset	Task	PC Bus Unit	Project	DC Ticket Num	Line Amount	JRNL LN REF	Approve Date
001014	10015	09800	607006	95000010	013							RCRF1130	11426.400		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	32158.200		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	11248.800		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	8187.000		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	7008.150		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	219190.950		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	14935.050		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	219136.050		12/05/2013
001014	10015	09800	607006	95000010	013							RCRF1130	14038.950		12/05/2013
001014	10015	09800	607006	95000010	510							RCRF1130	35782.500		12/05/2013
001014	10015	09800	607006	95000010	510							RCRF1130	16021.500		12/05/2013
4												III			

AR – Cash Management Improvement Act (CMIA) Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query provides CMIA information for a selected journal date range.

PURPOSE / USE:

This query can be used to gather information for the CMIA schedule for quarterly and year end reporting.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_CMIA_QRY2

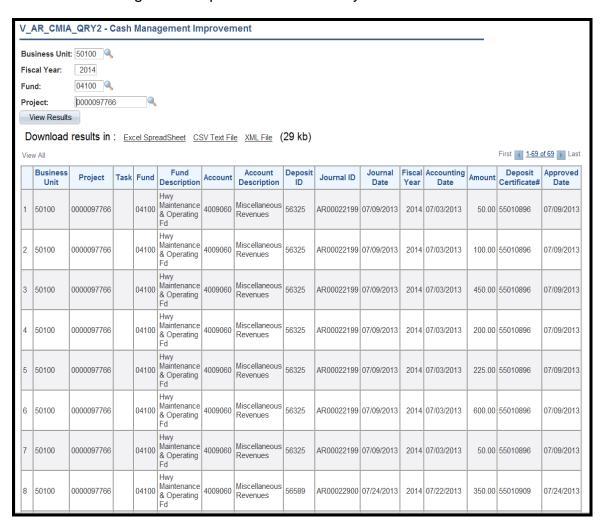
PARAMETERS:

- Business Unit
- Fiscal Year
- Fund
- Project

FORMAT:

HTML, Excel

AR - Cash Management Improvement Act Query



AR - Cash Receipts Deposits Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

The query is used to identify cash receipts deposits over a selected period of time where the data entry user ID and the Approver User ID are the same.

PURPOSE / USE:

This query is used to identify potential segregation of duties issues with processing cash receipt transactions.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_CASH_RECEIPTS_DEPOSITS

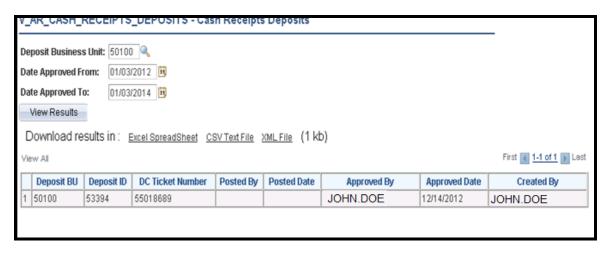
PARAMETERS:

- Deposit Business Unit
- Date Approved From
- Date Approved For

FORMAT:

HTML, Excel

AR - Cash Receipts Deposits



AR – Deposit by Accounting Entries Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query displays accounting distributions by Deposit ID.

PURPOSE / USE:

This query is used to see accounting distributions for deposit submission or reconciliation.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_DEPOSIT_BY_ACCTG_ENTRY

PARAMETERS:

- Deposit BU
- Deposit ID

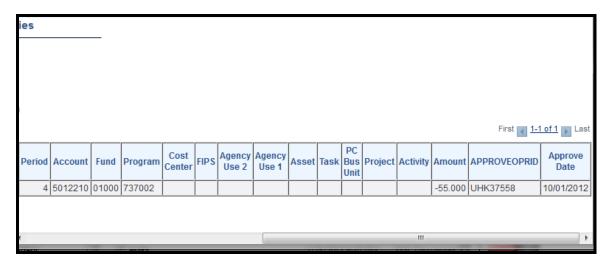
FORMAT:

HTML, Excel

AR - Deposit by Accounting Distributions



Use the scroll bar to see the remaining columns.



AR – Deposit by Dollar Amount Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query displays deposit information by dollar amount.

PURPOSE / USE:

The query is used to monitor the deposits received and recorded in Cardinal by dollar amount.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_DEPOSIT_BY_DOLLAR_AMOUNT

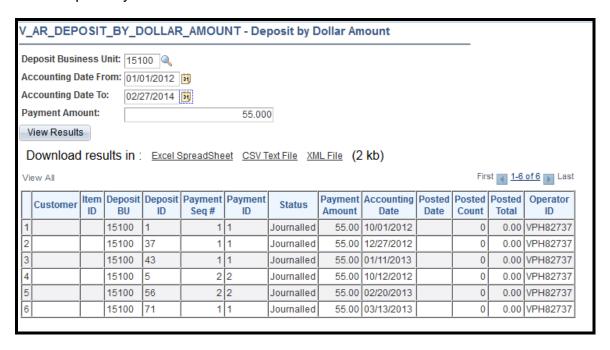
PARAMETERS:

- Deposit Business Unit
- Accounting Date From
- Accounting Date To
- Payment Amount

FORMAT:

HTML, Excel

AR - Deposit by Dollar Amount



AR - Deposit Reconciliation Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query pulls AR Deposits to be used for monthly account reconciliation between Cardinal and CARS. The query runs based on business unit, accounting date, and bank code. The query returns all posted and approved deposits in AR that have been sent to GL, along with GL item activity.

PURPOSE / USE:

This query can be used:

- To review approved AR deposits between accounting dates that have been sent to GL.
- For monthly account reconciliation between Cardinal and CARS.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_DEPOSIT_TO_GL

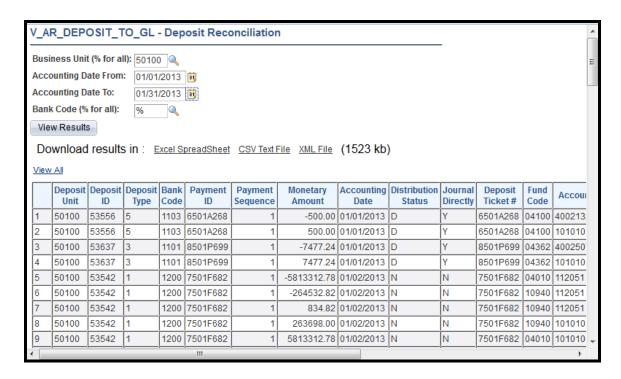
PARAMETERS:

- Business Unit
- Accounting Date From and To
- Bank Code

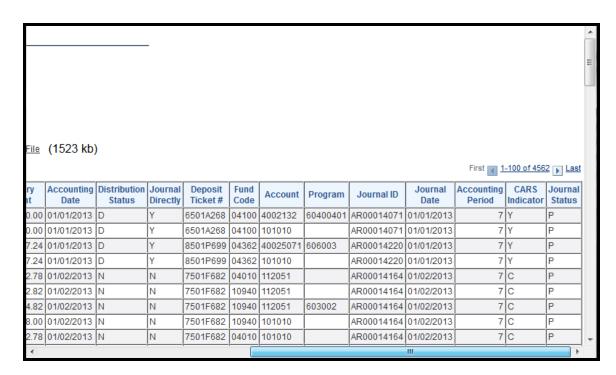
FORMAT:

HTML, Excel

AR - Deposit Reconciliation



Use the scroll bar to see the columns on the right.



AR - Deposits Not Approved Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query displays deposits that have not yet been approved.

PURPOSE / USE:

This query can be used to monitor deposits that need to be approved.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Manager > V_AR_DEPOSITS_NOT_APPROVED

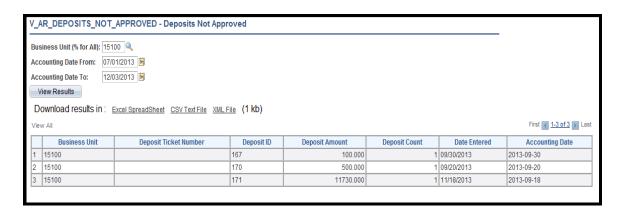
PARAMETERS:

- Business Unit
- Accounting Date From and To

FORMAT:

HTML, Excel

AR - Deposits Not Approved



AR – Deposits Not Posted to GL Query

LAST REVISION: 10/25/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query shows a listing of all item and direct journal deposits that were not posted to GL.

PURPOSE / USE:

This query can be used to audit the DC custom process to ensure all deposits were posted to GL.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_DEP_NOT_POSTED_TO_GL

PARAMETERS:

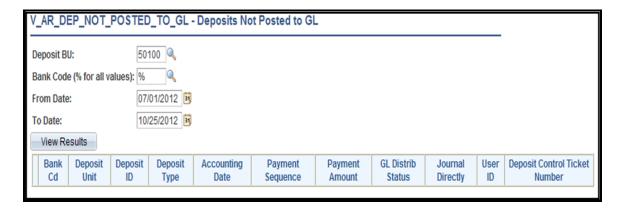
- Deposit Business Unit
- Bank Code (or %)
- From and To Dates

FORMAT:

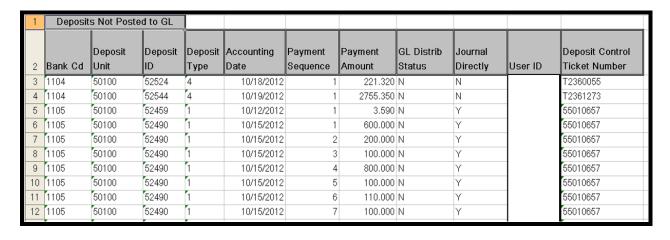
HTML or CSV to Excel

AR - Deposits Not Posted to GL

Parameters



Output



AR – Deposits Not Sent to CARS Query

LAST REVISION: 10/25/2012/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists the deposit certificates that were marked Do Not Send to CARS.

PURPOSE / USE:

This query is used to identify deposits marked Do Not Send to CARS.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_DC_NOT_SENT_TO_CARS

PARAMETERS:

- Business Unit
- Responsible Org (or %)

FORMAT:

HTML or CSV to Excel

AR - Deposits Not Sent to CARS Query

Parameters



Output

1	Deposits not sent to CARS	5					
2	Unit	Deposit Tkt Nbr	CARS Indicator	Control	Count	Entered	Approved
3	15100	51510109	N	50.000	1	10/10/2012	Υ
4	50100	IAT0731	N	6743.080	1	07/31/2012	Υ
5	50100	IAT0812	N	4171.450	1	08/31/2012	Υ
6	50100	IAT0913	N	9198.840	1	09/28/2012	Υ
7	50100	IAT0913A	N	75.750	1	09/28/2012	Υ
8							

AR – Journal Line Reference Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query displays information for deposits that have been posted to the General Ledger including the original Journal Line Reference value entered in the Accounts Receivable module.

PURPOSE / USE:

- This query is used to view the Journal Line Reference value entered in the Accounts Receivable module
- Once the journal is generated, it gets overwritten in the General Ledger module with the deposit date and deposit ID.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_JRNL_LINE_REF

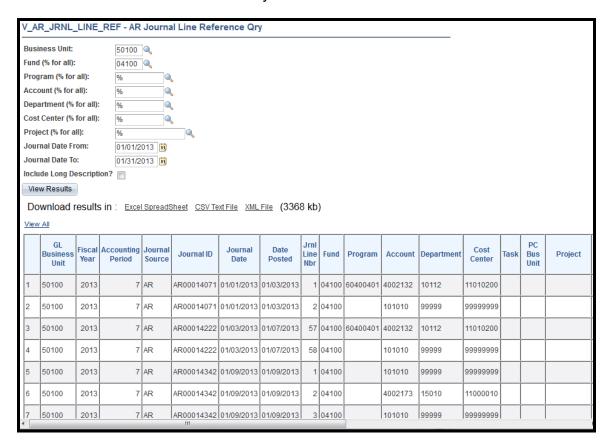
PARAMETERS:

- Business Unit
- Fund
- Program
- Account
- Department
- Cost Center
- Project
- Journal Date From and To

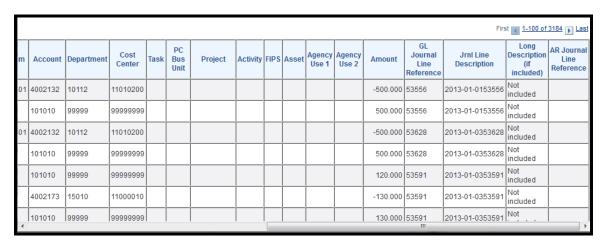
FORMAT:

HTML, Excel

AR - Journal Line Reference Query



Use the scroll bar to see the remaining columns.



AR – Posted Deposit Extract Query

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This query provides information about deposits that have been directly journalled and posted to the General Ledger.

PURPOSE / USE:

This query is used by agencies to review posted deposits.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_POSTED_DEPOSITS

PARAMETERS:

- Deposit Business Unit
- Posted Date From
- Posted Date To

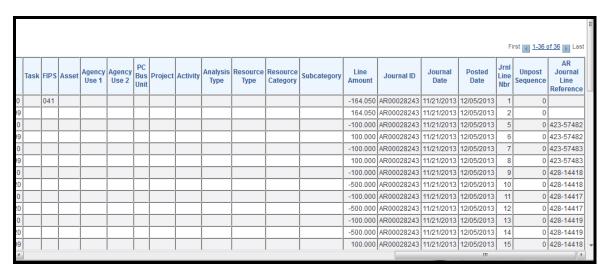
FORMAT:

HTML, Excel

AR - Posted Deposit Extract Query



Use the scroll bar to see the remaining columns.



Reports

AR - Deposit Control - Point in Time Report

Rpt Nbr: AR20001P

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This report lists detailed information for deposits as of a specified date.

PURPOSE / USE:

This report can be used to review deposit control information as of a specified date.

NAVIGATION PATH:

Accounts Receivable > Payments > Reports > Deposit Control - Point in Time

PARAMETERS:

- Point in Time Type
- From and To Date
- As of Date
- Deposit Unit
- Amount Type
- User ID
- Deposit Type
- Bank Code
- Bank Account
- Posting Status

FORMAT:

PDF

AR - Deposit Control - Point in Time Report

ORACI	_€ Report ID: /	AR20001P				People Soft Receivables Deposit Control Range from 01.Jan.2013 to 31.Jan.2013							1 Apr/23/2014 1:40:45 PM
	int: ALL)											
eposit Init	Entry Date	Deposit ID	Operator	Assigned Operator	Deposit Type	Bank Code	Bank Acct	Balance Status	Deposit Status	Control Amount	Entered Amount	Posted Total	Journaled Amount
	Jan/03/2013	39	VPH82737	VPH82737	000004	1104	4421879009010	3Yes	Complete	50.00	50.00	0.00	50.00USD
	Jan/03/2013		VPH82737	VPH82737	000004	1104	4421879009010		Complete	960.00	960.00	0.00	960.00USD
	Jan/03/2013	41	VPH82737	VPH82737	000001	1105	4629620481180	SYes	Complete	320.00	320.00	0.00	320.00USD
					Base Currency	ī.		USD		1,330.00	1,330.00	0.00	1,330.00
					Total Amount by Entry Date:			Jan/03/2013		1,330.00	1,330.00	0.00	1,330.00JSD
	Jan/07/2013	42	VPH82737	VPH82737	000001	1105	4629620481180	9Yes	Complete	320.00	320.00	0.00	320.00USD
					Base Currency			USD		320.00	320.00	0.00	320.00
					Total Amount t	y Entry Date:		Jan/07/2013		320.00	320.00	0.00	320.00JSD
	Jan/14/2013	43	VPH82737	VPH82737	000001	1105	4629620481180	9Yes	Complete	55.00	55.00	0.00	55.00USD
					Base Currency	c c		USD		55.00	55.00	0.00	55.00
					Total Amount t	y Entry Date:		Jan/14/2013		55.00	55.00	0.00	55.00USD
	Jan/17/2013	44	VPH82737	VPH82737	000001	1105	4629620481180	9Yes	Complete	20.00	20.00	0.00	20.00USD
					Base Currency			USD		20.00	20.00	0.00	20.00
					Total Amount t	by Entry Date:		Jan/17/2013		20.00	20.00	0.00	20.00USD
	Jan/22/2013	45	VPH82737	VPH82737	000004	1104	4421879009010	3Yes	Complete	62,013.00	62,013.00	0.00	62,013.00USD
					Base Currency			USD		62,013.00	62,013.00	0.00	62,013.00
					Total Amount t	by Entry Date:		Jan/22/2013		62,013.00	62,013.00	0.00	62,013.00USD
	Jan/24/2013	46	VPH82737	VPH82737	000001	1105	4629620481180	SYes	Complete	32.50	32.50	0.00	32.50USD
					Base Currency	5		USD		32.50	32.50	0.00	32.50
					Total Amount t	y Entry Date:		Jan/24/2013		32.50	32.50	0.00	32.50JSD
					Total Amount t	n. Donnett Busi	lease I left			63,770.50	63,770.50	0.00	63,770.50 USD

AR – Deposit Control by Entry Date Report

Rpt Nbr: AR20001

LAST REVISION: 10/26/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report lists deposit information by entry date.

PURPOSE / USE:

This report is used manage deposits.

NAVIGATION PATH:

Main Menu > Accounts Receivable > Payments > Reports > Deposit Control by Entry Date

PARAMETERS:

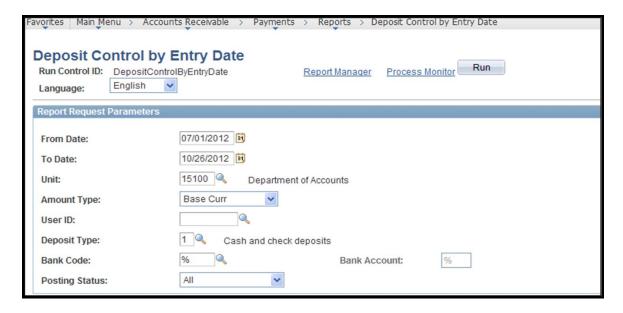
- From and To Dates
- Business Unit
- Amount Type (Base or Entry Currency)
- User ID (or blank for all)
- Deposit Type (Cash and Checks, Lock Box Deposits, Wire-in Deposits, etc.)
- Bank Code (or %)
- Posting Status (All, Complete, Posted, Partial)
- Bank Account (or %)

FORMAT:

PDF

Deposit Control by Entry Date Report

Parameters



Output



AR - Funds Receipt Upload Error Report

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This report displays details about errors identified during the Funds Receipt Upload process for interfacing agencies.

PURPOSE / USE:

This report is used:

- By interfacing agencies to view funds receipt upload errors encountered when loading data from agency systems into Cardinal.
- These errors will need to be corrected in the agency system and re-sent to Cardinal.

NAVIGATION PATH:

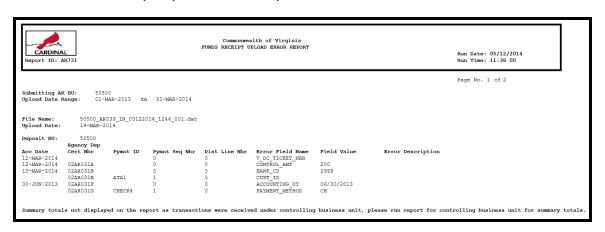
Main Menu > Accounts Receivable > Payments > Reports > Funds Receipt Upload Error Rep

PARAMETERS:

- Business Unit
- From Date
- To Date
- Tree Name
- How Specified

FORMAT: SQR Report

AR - Funds Receipt Upload Error Report



AR - Payment Detail - Point in Time Report

Rpt Nbr: AR20002P

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This report provides detailed information for all payments within a deposit as of a specified date. This report is used mainly for agencies that apply deposits to customer receivables.

PURPOSE / USE:

This report can be used to review detailed information for all payments within a deposit as of a specified date.

NAVIGATION PATH:

Accounts Receivable > Payments > Reports > Payment Detail - Point in Time

PARAMETERS:

- Point in Time Type
- From and To Date
- As of Date
- Deposit Unit
- Amount Type
- User ID
- Deposit ID
- Posting Status

FORMAT:

PDF

AR - Payment Detail - Point in Time Report

				Page No.					
ORACLE	Report ID: AR200	002P			Run Date				
				R from 7/1/2013 to	6/27/2014			Run Time	11:22:31 AM
Business Unit: Report on Base Deposit ID: Operator: Post Status:	50100 Currency: USD ALL ALL ALL								
Payment Seq. No.	Accounting Date	Payment ID	Payment Payment Amount Status	Customer	Item ID	Entry Type / Reason	Post Rag	litem Amount	tem Amou Bas
Entry Date: Deposit Unit:	Dec.17.2013 50100	ID: 58758		Operator:	ANGELIQU	Control Amount		13,299.75 USD	
41	12/17/2013	165740023	4,171.75USD A				NO	0.00 USD	0.00
					Total for Deposit ID:	58758		0.00 USD	0.00
					Total for Deposit Unit	50100		0.00 USD	0.00
Entry Date:					Total Deposit on:	12/17/2013		0.00 USD	0.00
Deposit Unit:	Dec.18.2013 50100	ID: 58767		Operator:	IRMNA.WIL	Control Amount		3,047,621.08 USD	
1	12/20/2013	7501F921	3 ,047 ,621 .08USD I				NO	0.00 USD	0.00
			3 D47 ,621 .08USD I				NO	0.00 USD	0.00
			3 /047 /621 .08USD I				NO	0.00 USD	0.00
					Total for Deposit ID:	58767		0.00 USD	0.00
					Total for Deposit Unit	50100		0.00 USD	0.00
Deposit Unit:	50100	ID: 58779		Operator:	MINDY.FO)	Control Amount		8,837.58 USD	
1	12/18/2013	0433602240	110.58USD A				NO	0.00 USD	0.00
					Total for Deposit ID:	58779		0.00 USD	0.00
					Total for Deposit Unit	50100		0.00 USD	0.00
					Total Deposit on:	12/18/2013		0.00 USD	0.00

AR - Payment Detail Report

Rpt Nbr: AR20002

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This report provides detailed information for all payments within a deposit, such as the payment status and entered amount. This report is used mainly for agencies that apply deposits to customer receivables.

PURPOSE / USE:

This report can be used to review detailed information for payments within deposits.

NAVIGATION PATH:

Accounts Receivable > Payments > Reports > Payment Detail

PARAMETERS:

- From and To Date
- Deposit Unit
- Amount Type
- User ID
- Deposit ID
- Posting Status

FORMAT:

PDF

AR - Payment Detail Report

Report Currency: Ba Deposit ID: AI OPRID: AI	5100% SSE AMOUNT L. VALUES L. VALUES		PeopleSoft Re PAYMENT DI For 03-JUN-2013 thre	Page No. 1 Run Date 12/03/2013 Run Time 09:29:48		
Seq Acctg Dt Payment	ID Payment Amount	Status		Item ID		Pending Item Amount
Entry Date: 06/05/2013						
Deposit: 15100 139	Operator: VPH82737					
1 06/04/2013 1	640.00 USD	J			YES	
TOTALS FOR 139	640.00 USD					0.00
Deposit: 15100 140	Operator: VPH82737					
1 06/05/2013 1	800.00 USD	J			YES	
TOTALS FOR 140	800.00 USD					0.00
Deposit: 15100 141	Operator: VPH82737					
1 06/06/2013 1	50.00 USD	J			YES	
TOTALS FOR 141	50.00 USD					0.00
TOTALS FOR 15100	1,490.00 USD					0.00
TOTALS FOR 06/05/20						0.00
Entry Date: 06/11/2013						
Deposit: 15100 142	Operator: VPH82737					
1 06/07/2013 1	1,120.00 USD	J			YES	
TOTALS FOR 142	1,120.00 USD					0.00

AR - Payment Summary - Point in Time Report

Rpt Nbr: AR20003P

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This report lists status for all payments within a deposit as of a specified date.

PURPOSE / USE:

This report can be used to review payment summary information as of a specified date.

NAVIGATION PATH:

Accounts Receivable > Payments > Reports > Payment Summary - Point in Time

PARAMETERS:

- Point in Time Type
- From and To Date
- As of Date
- Deposit Unit
- Amount Type
- User ID
- Deposit ID
- Posting Status

FORMAT:

PDF

AR - Payment Summary - Point in Time Report

ORACL	People Soft Receivables Payment Summary Range from 1/1/2013 to 1/3/1/2013										
Business Unit: Report on Bas Deposit ID: Operator: Post Status:		USD									
Entry Date	Deposit Unit	Deposit ID	Operator	Assigned Operator	Post Status	Payment Seq. No.	Accounting Date	Payment ID	Payment Status		Item Amount Entered
1/3/2013	15100	39	VPH82737	VPH82737	С	1	1/2/2013	1	Journalled		50.00US
							Total for Deposit II		39		50.00 US
1/3/2013	15100	40	VPH82737	VPH82737	С	1	1/4/2013	1	Journalled		960.00US
					_		Total for Deposit II		40		960.00 US
1/3/2013	15100	41	VPH82737	VPH82737	С	1	1/3/2013		Journalled		320.00US
							Total for Deposit II	D:	41		320.00 US
							Total for Unit: Total Deposit on:		15100 1/3/2013		1,330.00 US
											.,
1/7/2013	15100	42	VPH82737	VPH82737	С	1	1/4/2013	1	Journalled		320.00US
							Total for Deposit II	D:	42		320.00 US
							Total for Unit:		15100		320.00 US
							Total Deposit on:		1/7/2013		320.00 US
1/14/2013	15100	43	VPH82737	VPH82737	С	1	1/11/2013	1	Journalled		55.00US
							Total for Deposit II	D:	43		55.00 US
							Total for Unit: Total Deposit on:		15100 1/14/2013		55.00 US
											55.00 US
1/17/2013	15100	44	VPH82737	VPH82737	С	1	1/15/2013	1	Journalled		20.00US
							Total for Deposit II Total for Unit:	D:	44		20.00 US
									15100		20.00 US
							Total Deposit on:		1/17/2013		20.00 US
1/22/2013	15100	45	VPH82737	VPH82737	С	1	1/17/2013	1	Journalled 45		62,013.00US
							Total for Deposit II	D:			62,013.00 US
							Total for Unit:		15100 1/22/2013		62,013.00 US
							Total Deposit on:				62,013.00 US
1/24/2013	15100	48	VPH82737	VPH82737	С	1	1/18/2013	_1	Journalled		32.50US
							Total for Deposit II	0:	48		32.50 US
							Total for Unit:		15100		32.50 US
							Total Deposit on:		1/24/2013		32.50 US
							Grand Totals:				63,770.50 U

AR - Payment Summary Report

Rpt Nbr: AR20003

LAST REVISION: 07/02/2014

LOADED INTO CATALOGUE: 07/02/2014

DESCRIPTION:

This report lists status for all payments within a deposit for a specific period of time.

PURPOSE / USE:

This report can be used to review payment summary information for a specified period of time.

NAVIGATION PATH:

Accounts Receivable > Payments > Reports > Payment Summary

PARAMETERS:

- From and To Date
- Deposit Unit
- Amount Type
- User ID
- Deposit ID
- Posting Status

FORMAT:

PDF

AR – Payment Summary Report

Report ID: Deposit BU: Report Curre Deposit ID: OPRID: Post Status:	ency:	15100% Base Amount ALL VALUES ALL VALUES Complete		F	PeopleSof PAYME For 24-JUL-2012	NT SUMMA	ARY			Page No. 1 Run Date 08/13/2012 Run Time 10:28:02
Entry Dt	Dep BU	Deposit ID	OPRID	Assn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount
07/25/2012	15100	28		u v_ar_cova_fund		1	07/25/2012	TESTABC	Journalled	4.00 USD
								TO	TAL FOR 28	4.00 USD
								TO	TAL FOR 15100	4.00 USD
								TO	TAL FOR 07/25/2012	4.00 USD

General Ledger

Inquiries

GL – Journal Inquiry

LAST REVISION: 10/23/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This inquiry displays journal line details based on user specified criteria. You can then drill down on the Journal ID for additional detail and back to the source from the Journal Line.

PURPOSE / USE:

This inquiry is used to research journal detail information.

NAVIGATION PATH:

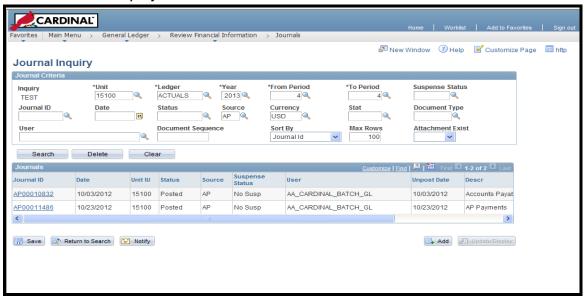
Main Menu > General Ledger > Review Financial Information > Journals

PARAMETERS:

- Unit
- Ledger
- Year
- From Period
- To Period
- Suspense Status
- Journal ID
- Status
- Source
- Currency
- Document Type
- User
- Document Sequence
- Sort By
- Max Rows
- Attachment Exist

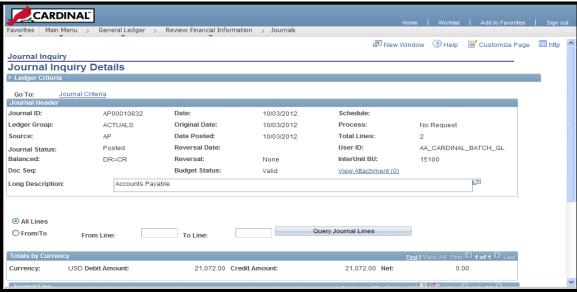
FORMAT: Online CSV to Excel

Journal Online Inquiry



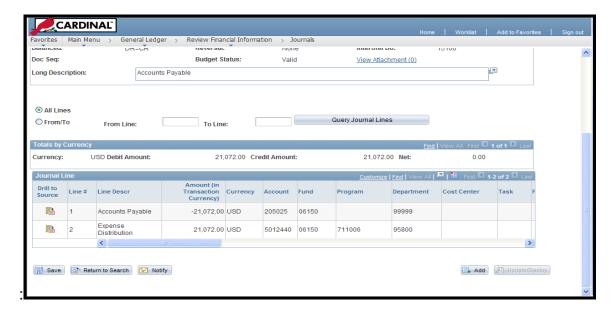
This inquiry identifies all AP (Source) journals for October 2012 (Year 2013, From Period 4, To Period 4) for DOA (Unit 15100), in Journal ID order (Sort By is Journal ID).

You can drill down on the Journal ID to view more details.

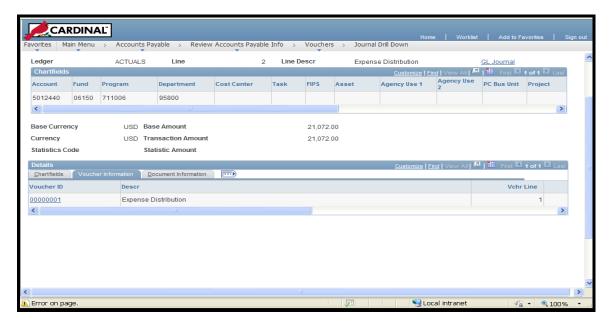


To modify your selection criteria, click Journal Criteria to return to the Journal Inquiry page.

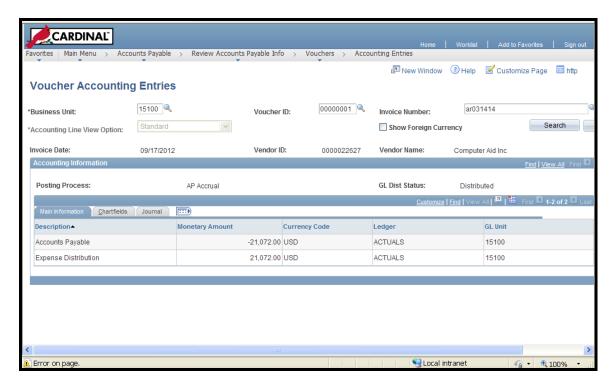
You can then scroll down to view the Journal Lines listed at the bottom of the page.



Click on the Drill to Source Icon to see the source document. Additional detail is provided on the ChartFields and Document Information tabs.



Click on the Voucher ID to view more details about the Voucher.



Click on the ChartFields or Journal tab for additional information.

GL - Ledger Inquiry

LAST REVISION: 10/23/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This inquiry provides detailed accounting information about selected ChartField values for a ledger based on the ChartField criteria selected and the time period specified.

PURPOSE / USE:

The inquiry is used to:

- View summary information for a specific ChartField value (e.g., account, department, etc.) and ledger
- View year to date balances a specific ChartField value in a ledger
- View detailed transactions for a ChartField value and related ChartField Value Set
- Drill down on a transaction to the source document for additional details

NAVIGATION PATH:

Main Menu > General Ledger > Review Financial Information > Ledger

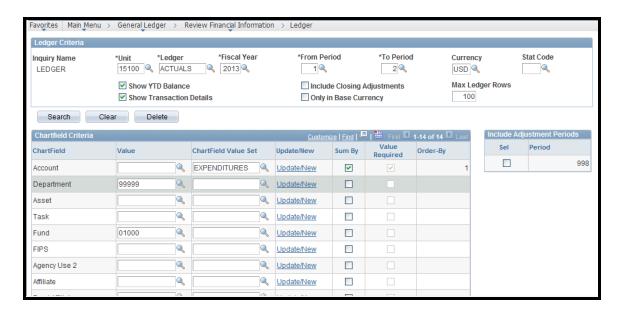
PARAMETERS:

- Business Unit, Ledger, Fiscal Year, From Period, To Period
- Options to: Show Year to Date Balance, Include Closing Adjustments, Transaction Details
- Select specific Chartfields and related Journals

FORMAT:

Online

Ledger Inquiry





GL - Review Journal Status Inquiry

LAST REVISION: 10/22/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This inquiry provides the status of journals.

PURPOSE / USE:

This inquiry is used to research the status of journals.

NAVIGATION PATH:

Main Menu > General Ledger > Journals > Process Journals > Review Journal Status

PARAMETERS:

- Business Unit
- Journal ID
- Journal Date
- Unpost Sequence
- Document Sequence Number
- Journal Header Status

FORMAT:

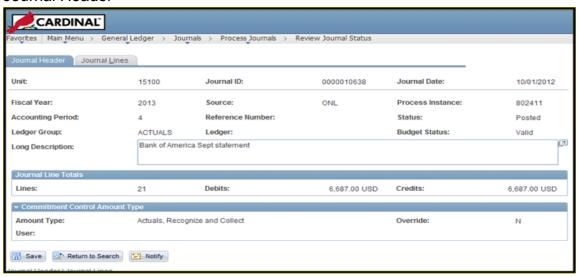
Online

Review Journal Status Online Inquiry

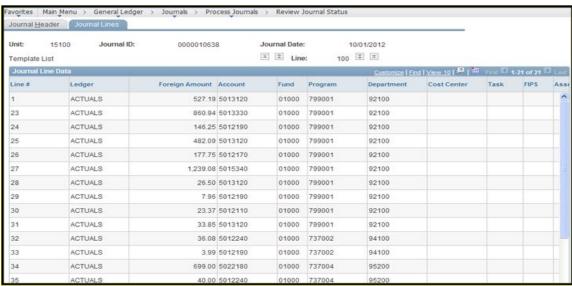
Search Results



Journal Header



Journal Lines



Queries

GL – Account Types Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists all Cardinal account types available.

PURPOSE / USE:

Use this query to identify account types and determine whether the balances in them carry forward at year end.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0004_ACCOUNT_TYPES

PARAMETERS:

• SetID - Enter STATE

FORMAT:

Account Types Query



GL - Accounts Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists all available Accounts that are active as of the user specified As of Date.

PURPOSE / USE:

This query generates a listing of Accounts with As of Date, Descr, Type, etc. For each Account / Account Type, the corresponding Bal Fwd indicator is provided as either Y or N.

NAVIGATION PATH:

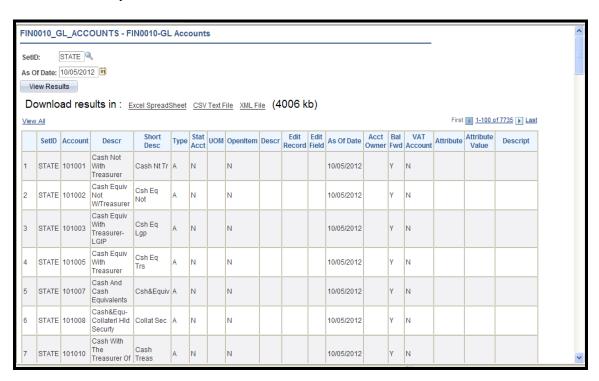
Main Menu > Reporting Tools > Query > Query Viewer > FIN0010_GL_ACCOUNTS

PARAMETERS:

- SetID STATE
- As of Date

FORMAT:

Accounts Query



GL – Budget Reference Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query provides budget reference Agency Use 2 information by SetID.

PURPOSE / USE:

This query is used to view all budget references Agency Use 2 for a SetID with descriptions active as of the effective date specified.

NAVIGATION PATH:

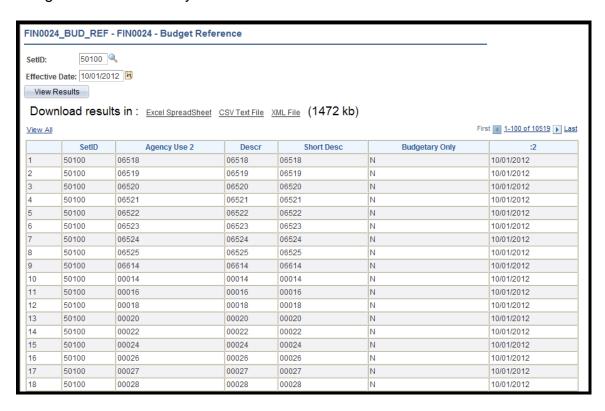
Main Menu > Reporting Tools > Query > Query Viewer > FIN0024_BUD_REF

PARAMETERS:

- SetID
- Effective Date

FORMAT:

Budget Reference Query



GL - CARS Do Not Send List Query

LAST REVISION: 10/05/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query provides journal data on transactions that were marked Do not send to CARS.

PURPOSE / USE:

This query is used during reconciliation to identify transactions in Cardinal that were not sent to CARS and make any necessary adjustments.

NAVIGATION PATH:

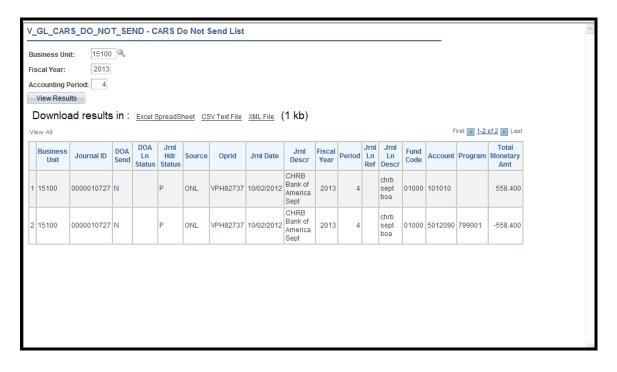
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_DO_NOT_SEND.

PARAMETERS:

- Business Unit:
- Fiscal Year
- Accounting Period:

FORMAT:

V_GL_CARS_DO_NOT_SEND - CARS Do Not Send List Query



GL - CARS History Transactions Query

LAST REVISION: 10/05/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists transactions keyed into CARS.

PURPOSE / USE:

This query is used as a reconciliation resource to identify transactions in CARS that are not in Cardinal, which may require adjusting entries.

NAVIGATION PATH:

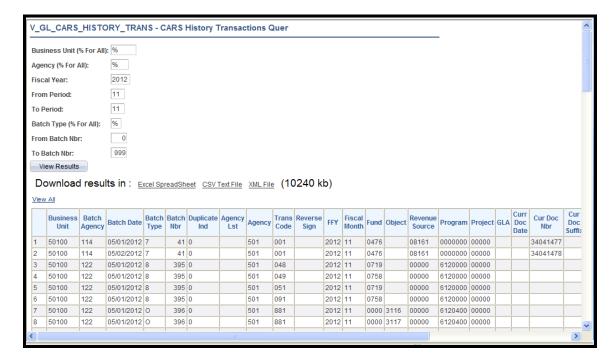
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_HISTORY_TRANS.

PARAMETERS:

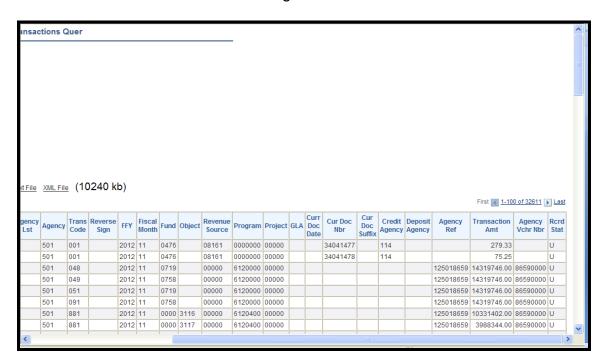
- Business Unit:
- Agency
- Fiscal Year
- From and To Period
- Batch Type
- From Batch Nbr
- To Batch Nbr

FORMAT:

V_GL_CARS_HISTORY_TRANS - CARS History Transactions Query



Use the scroll bar to see the remaining columns.



GL - CARS Interface Report – Detail Query

LAST REVISION: 10/19/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query identifies all transactions sent to CARS.

PURPOSE / USE:

This query supports the monthly reconciliation between Cardinal and CARS.

NAVIGATION PATH:

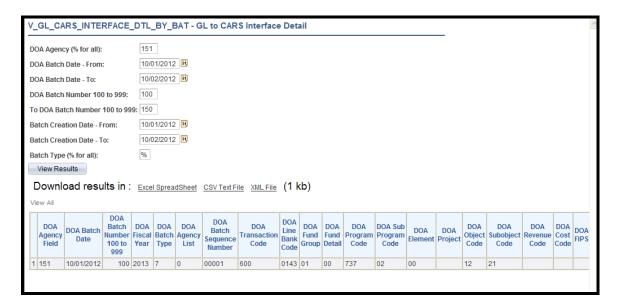
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_INTERFACE_DTL_BY_BAT

PARAMETERS:

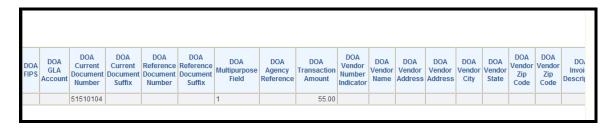
- Agency
- DOA Batch Date From
- DOA Batch Date To:
- DOA Batch Number 100-999:
- To DOA Batch Number 100 to 999:
- Batch Creation Date From:
- Batch Creation Date To:
- Batch Type

FORMAT:

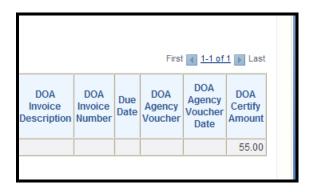
V_GL_CARS_INTERFACE_DTL_BY_BAT - GL to CARS Interface Detail Query



To see remaining columns, use the scroll bar.



Continue scrolling to view last column.



GL – Chartfield 2 – Program Codes Query

LAST REVISION: 10/22/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

In Cardinal Chartfield 2 contains the Program Codes used for all state agencies.

PURPOSE / USE:

This query generates a listing of all the valid Program Codes in Cardinal that are active as of the user specified. Like Account Codes, Program Codes are used statewide. The related SET ID is STATE.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0038_CHARTFIELD2

PARAMETERS:

- SetID
- As of Date

FORMAT:

Chartfield 2 – Program Codes Query



_	Α	В	С	D	E	F	G	Н
1	Chartfield2	1449			10		1	
2	SetID	Program	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only
	STATE	1000	01/01/1901		HE-Educational &		E&G Pams	Y Only
4	STATE	1010	01/01/1901					Y
		1010			Higher Education	01/01/1901		·
-	STATE		01/01/1901		General Academic	01/01/1901		N
_		101020	01/01/1901		Remedial Instruction		Remed Inst	N
_		101030	01/01/1901		Vocational		Vocatni Ed	N
8		101040	01/01/1901	A	Community		Commnty Ed	N
_	STATE	101060	01/01/1901	A	Dentistry Instruction	01/01/1901	Dentistry	N
	STATE	101070	01/01/1901	A	Medicine Instruction	01/01/1901	Med Instr	N
11	STATE	101071	01/01/1901	A	Family Practice	01/01/1901	Fam Pract	N
12	STATE	101080	01/01/1901	A	Veterinary	01/01/1901	Vet Instr	N
13	STATE	101091	01/01/1901	A	Unique Academic	01/01/1901	Unique Pgm	N
14	STATE	1020	01/01/1901	A	Higher Education	01/01/1901	HE Resrch	Υ
15	STATE	102010	01/01/1901	A	Institutes and	01/01/1901	Rsrch Ctr	N
16	STATE	102020	01/01/1901	A	Individual or Project	01/01/1901	Prj Rsrch	N
17	STATE	102030	01/01/1901	A	Agriculture&	01/01/1901	AgFrst Res	N
18	STATE	102040	01/01/1901	A	Coal and Energy	01/01/1901	EnergyRsrc	N
19	STATE	102050	01/01/1901	A	Environmntl&Water	01/01/1901	Env Rsrch	N
20	STATE	102051	01/01/1901	A	Marine	01/01/1901	Marine Rsr	N
21	STATE	102060	01/01/1901	A	Industrial&Econ	01/01/1901	Econ Rsrch	N
22	STATE	102070	01/01/1901	A	Supporting Research	01/01/1901	Supp Rsrch	N
23	STATE	102080	01/01/1901	A	Veterinary Medical	01/01/1901		N
	STATE	1030	01/01/1901		Higher Education		HE PubSve	Y
	STATE	103010	01/01/1901		Community Services		Cmmnty Svc	N
	STATE	103030	01/01/1901		Public Broadcasting		PubBroadct	N
	STATE	103040	01/01/1901		Ag&Natural Res		Ag CoopExt	N
	STATE	103050	01/01/1901		Communty Res Dev		Cm CoopExt	N
		103060	01/01/1901		Family Res		FamCoopExt	N
_		100000	01/01/1901	^	ramily res		r am Coopext	14
	▶ H\sheet1/					<		Ш
Read	У							

GL – Cross Business Unit Journal Query

LAST REVISION: 09/25/2014

LOADED INTO CATALOGUE: 09/25/2014

DESCRIPTION:

The query displays Business Unit to Business Unit (Agency to Agency) GL journals for a specified period of time.

PURPOSE / USE:

This query can be used to review GL journal transactions for a specified period of time in which the Journal Header Business Unit is different than one of the Business Units on the journal line. (Example: DOA enters a journal entry to record an Appropriation Act Transfer)

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_GL_POTENTIAL_FIXED_ASSETS

PARAMETERS:

- Business Unit
- Fiscal Year
- Accounting Period From
- Accounting Period To

FORMAT:

GL - Cross Business Unit Journal Query

	Business Unit	Interunit Business Unit	Journal ID	Journal Date	Source	Fiscal Year	Period	Posted Date	Journal Line	Account	Fund	Program	Department
1	13600	13600	0000030053	07/28/2014	ONL	2015	1		1	5012120	02700	828002	721
2	13600	13600	0000030053	07/28/2014	ONL	2015	1		2	5012120	02700	828002	721
3	41100	13600	0000030053	07/28/2014	ONL	2015	1		3	5012120	02340	501002	1300
4	41100	13600	0000030053	07/28/2014	ONL	2015	1		4	5012120	02340	501002	1300
5	13600	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	1	5011110	01000	829001	99999
6	41100	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	2	5011110	01000	501002	99999
7	12900	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	3	5011110	01000	704001	99999
8	70100	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	4	5011110	01000	399001	99999
9	13600	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	6	101010	01000		99999
10	15100	15100	0000030079	07/31/2014	ATA	2015	1	07/31/2014	7	101010			99999

Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Affiliate	Monetary Amount	Journal Line Ref	Line Descr
		111							100.00		Outbound Freight Servic
		111							-100.00		Outbound Freight Services
130		111							100.00		Outbound Freight Services
132		111							-100.00		Outbound Freight Services
									100.00		Employer Retire Contrb- Def Ben
									200.00		Employer Retire Contrb- Def Ben
									300.00		Employer Retire Contrb- Def Ben
									-600.00		Employer Retire Contrb- Def Ben
								15100	-100.00		Cash With The Treasurer Of VA
								13600	100.00		Cash With The Treasurer Of VA

GL – Department Codes Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists all available Departments for a SetID that are active as of the user specified As of Date.

PURPOSE / USE:

This query generates a list of Departments and their Set ID, Description, Effective Date, Budgetary Only indicator, etc.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0011_DEPARTMENT_CODES

PARAMETERS:

- SetID
- As Of Date

FORMAT:

Department Codes Query



GL - FIN0012_VALID_PRODUCT_CODES (Task) Query

LAST REVISION: 01/09/2015

LOADED INTO CATALOGUE: 01/12/2015

DESCRIPTION:

This query generates a listing of all the valid Task values in Cardinal for the Set ID specified.

PURPOSE / USE:

The Task Chartfield identifies the further breakdown of work or services performed against a Project or Cost Center.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0012_Valid_Product_Codes

PARAMETERS:

- Set ID
- As of Date

FORMAT:

FIN0012_VALID_PRODUCT_CODES - FIN0012-Valid Product Codes SettD: 79900 As Of Date: 01/12/2015 View Results Download results in: Excel SpreadSheet CSV Text File XML File (23 kb) View All First 1-100 of 174 Last											
	SetID	Task	Description	Short Desc	Budgetary Only	As of Date					
1	79900	009	MEDIUM SEC CORR FAC RNCC	RNCC CONST	N	01/12/2015					
2	79900	027	CONSTRUCT KITCHEN/DORM CWDDC	CWDDC EXPD	N	01/12/2015					
3	79900	029	SECURITY FENCE GREEN ROCK CC	GRCC FENCE	N	01/12/2015					
4	79900	041	PCC-UPGRADE FIRE SAFETY SYS	PCC FIRE	N	01/12/2015					
5	79900	042	BUCC-UPGRADE FIRE SAFETY SYS	BUCC-FIRE	N	01/12/2015					
6	79900	043	DMCC-UPGRADE FIRE SAFETY SYS	DMCC FIRE	N	01/12/2015					
7	79900	044	STF DET-UPGRD FIRE SAFETY SYS	STF FIRE	N	01/12/2015					
8	79900	045	UPGRD FIRE SAFETY SYS-UNIT #9	RTBRG FIRE	N	01/12/2015					
-											

GL – FIN0032_OPERATING_UNITS (Asset) Query

LAST REVISION: 01/09/2015

LOADED INTO CATALOGUE: 01/12/2015

DESCRIPTION:

This query generates a listing of all the valid Asset values in Cardinal that are active for the Set ID specified.

PURPOSE / USE:

The Asset Chartfield is used to capture financial transactions associated with various assets of an agency such as: buildings, lots, structures, facilities, or equipment.

In this context, the Asset element is used for the purpose of tracking expenditures, not for the purpose of tracking the value of the asset.

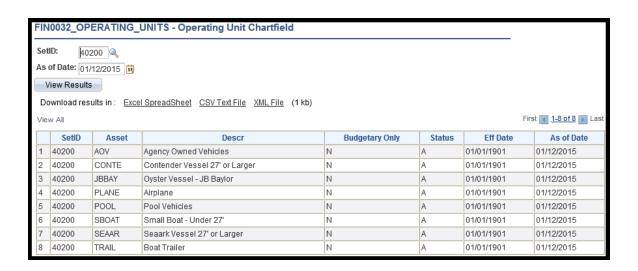
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0032_Operating_Units

PARAMETERS:

- Set ID
- As of Date

FORMAT:



GL – FIN0037_CHARTFIELD1 (Cost Center) Query

LAST REVISION: 01/09/2015

LOADED INTO CATALOGUE: 01/12/2015

DESCRIPTION:

This query generates a listing of all the valid Cost Centers in Cardinal that are active for the Set ID specified.

PURPOSE / USE:

The Cost Center ChartField is used to capture administrative or operational related financial costs (e.g., Administration and Support, Training, Employee Programs, Research and Development).

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0037_CHARTFIELD1

PARAMETERS:

- Set ID
- Effective Date

FORMAT:

HTML, Excel

137

FIN0037_CHARTFIELD1 - Chartfield1 SetID: 23800 Effective Date: 01/12/2015 View Results Download results in: Excel SpreadSheet CSV Text File XML File (5 kb) View All First 1-34 of 34 > Last										
	SetID	Cost Center	Eff Date	Status	Descr	:2	Short Desc	Bud. Only		
1	23800	030	01/01/1901	A	VMFA-Foundation	01/12/2015	Foundation	N		
2	23800	031	01/01/1901	A	Museum Admissions	01/12/2015	Admissions	N		
	23800	033	01/01/1901	A	Membership Revenue	01/12/2015	Member Rev	N		
3	23000	000	01/01/1901		Membership revenue	01/12/2015	Mellibel Kev	14		
4	23800	034		A	Other Museum	01/12/2015	Other	N		
			01/01/1901		,	- 11 1				
4	23800	034	01/01/1901 / 01/01/1901 /	A	Other Museum	01/12/2015	Other	N		
4 5	23800 23800	034 035	01/01/1901 // 01/01/1901 // 01/01/1901 //	A A	Other Museum Museum Grants-Federal	01/12/2015 01/12/2015	Other Fed Grants	N N		
4 5	23800 23800 23800	034 035 036	01/01/1901 // 01/01/1901 // 01/01/1901 //	A A	Other Museum Museum Grants-Federal Local Fund Support	01/12/2015 01/12/2015 01/12/2015	Other Fed Grants LocalSupp	N N		

GL - FIN0039_CHARTFIELD3 (Agency Use 1) Query

LAST REVISION: 01/08/2015

LOADED INTO CATALOGUE: 01/12/2015

DESCRIPTION:

This query generates a listing of all the valid Agency Use 1 values in Cardinal that are active for the Set ID specified.

PURPOSE / USE:

The Agency Use 1 ChartField is used for tracking either agency reporting fields or other agency specific information.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0039_CHARTFIELD3

PARAMETERS:

- Set ID
- Effective Date

FORMAT:

HTML, Excel

.

FINO	FIN0039_CHARTFIELD3 - Chartfield3											
SetID: 50500 Q												
Effec	Effective Date: 01/12/2015 5											
$\overline{}$	View Results											
				/ T 4 E !! -	MILE CATALISM							
Dov	vnioad res	uits in : Excel Spr	eadSneet CSV	/ Lext File	XML File (441 kb)							
View	<u>View All</u> First <u>■ 1-100 of 2596</u> <u>▶ Last</u>											
	SetID	Agency Use 1	Eff Date	Status	Descr	:2	Short Desc	Budgetary Only				
1	50500	4000000	10/07/2014	Α	FED receipt	01/12/2015	receipt	N				
2	50500	4000100	10/07/2014	A	Fed receipt	01/12/2015	receipt	N				
3	50500	4000200	10/07/2014	A	Fed receipt	01/12/2015	receipt	N				
4	50500	4000500	10/07/2014	A	Fed Receipt	01/12/2015	receipt	N				
5	50500	4000600	01/01/1901	A	Unobligated - JARC Admin FY 20	01/12/2015	Unobligate	N				
6	50500	4000699	01/01/1901	A	JARC Operating - DEobligated	01/12/2015	JARC Opera	N				
7	50500	4000700	01/01/1901	A	Misc Revenue	01/12/2015	Revenue	N				
8	50500	4000704	01/01/1901	A	Unobligated - JARC - Operating	01/12/2015	Unobligate	N				
9	50500	4000709	01/01/1901	A	JARC - Operating - CHSM Plans	01/12/2015	JARC - Ope	N				

GL - General Fund Cash Reversion Query

LAST REVISION: 10/22/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query provides calculated amounts which can be used to revert agency General Fund cash balances at year end.

PURPOSE / USE:

This query supports the year-end closing process.

NAVIGATION PATH:

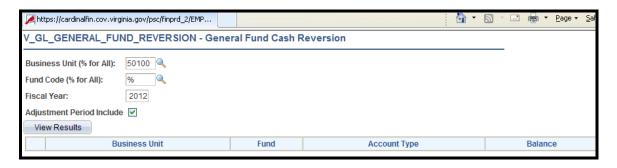
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_GENERAL_FUND_REVERSION

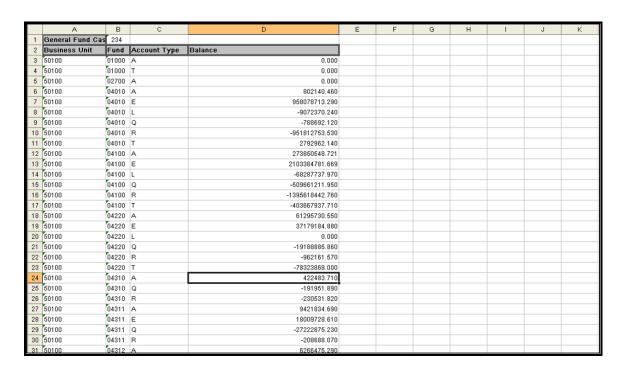
PARAMETERS:

- Business Unit (or %)
- Fund Code (or %)
- Fiscal Year
- Adjustment Period Include opt

FORMAT:

V_GL_ GENERAL_FUND_REVERSION Query





GL - GL CARS Recon for Acctg Period Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query provides detailed journal information, including whether the journal was sent to CARS,

PURPOSE / USE:

This query is used to view journal details and identify related CARS Batch information including the CARS indicator.

NAVIGATION PATH:

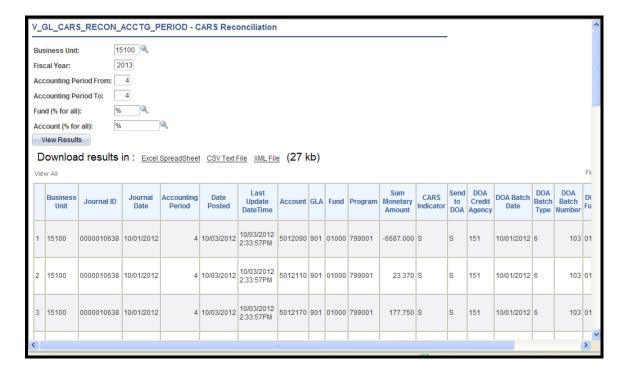
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_RECON_ACCTG_PERIOD - CARS Reconciliation.

PARAMETERS:

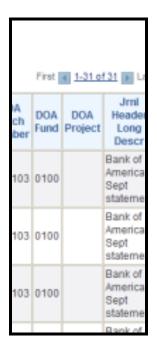
- Business Unit
- Fiscal Year
- Accounting Period From: and To
- Fund
- Account

FORMAT:

V_GL_CARS_RECON_ACCTG_PERIOD - CARS Reconciliation Query



Use the scrollbar to view remaining columns:



GL - GL CARS Recon for Posted Date Query

LAST REVISION: 10/22/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query provides detailed journal information, including the posted date.

PURPOSE / USE:

This query is used to view journal details and identify timing differences.

NAVIGATION PATH:

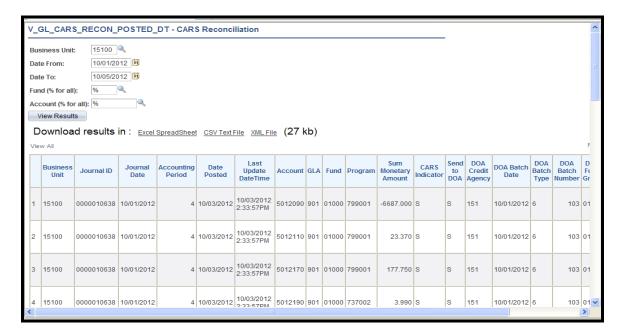
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_RECON_POSTED_DT - CARS Reconciliation

PARAMETERS:

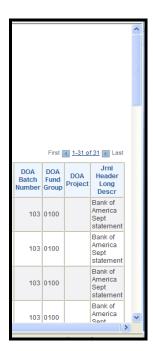
- Business Unit
- Date From
- Date To
- Fund (or %)
- Account (or %)

FORMAT:

V_GL_CARS_RECON_POSTED_DT - CARS Reconciliation Query



Use the scrollbar to view remaining columns:



GL - GL COA Journal Query

LAST REVISION: 10/22/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query provides detailed accounting distribution information and description, by Fund, Program, Account, Department, Cost Center, and/or Project.

PURPOSE / USE:

Use this query to view journal details and identify accounting information for journals.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_INQ_BY_COA

PARAMETERS:

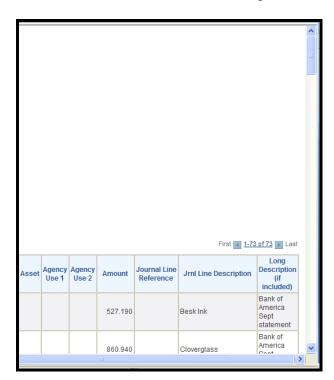
- Business Unit
- Fund
- Program
- Account
- Department
- Cost Center
- Project
- Journal Date From
- Journal Date To
- Include Long Description?

FORMAT: HTML, Excel

GL COA Journal Query



Use the scrollbar to view remaining columns:



GL – Ledger Template Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report provides information about ledger templates.

PURPOSE / USE:

Use this query to see the layout of a ledger template.

NAVIGATION PATH:

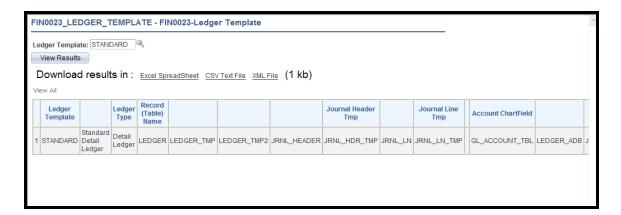
Main Menu > Reporting Tools > Query > Query Viewer > FIN0023_LDEGER_TEMPLATE

PARAMETERS:

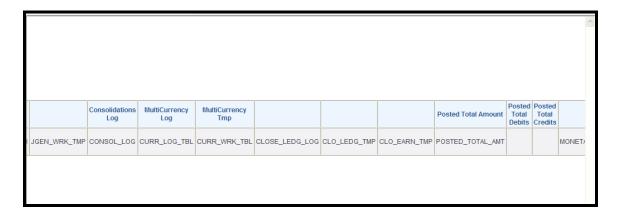
• Ledger Template

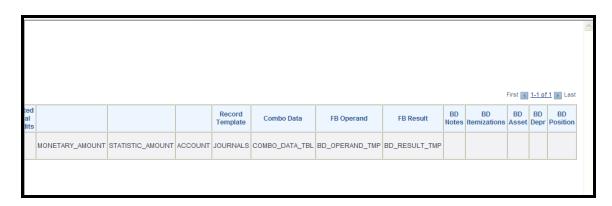
FORMAT:

Ledger Template Query



Use the scrollbar to view additional columns:





GL – Potential Fixed Asset Query

LAST REVISION: 08/28/2014

LOADED INTO CATALOGUE: 08/28/2014

DESCRIPTION:

This query provides a list of transactions to select accounts that can potentially be capitalized based on a user specified amount threshold.

PURPOSE / USE:

This query can be used to:

- review asset expenditures greater than a given amount threshold and
- decide if those assets qualify for capitalization and should be recorded manually in the FAACS system.

NAVIGATION PATH:

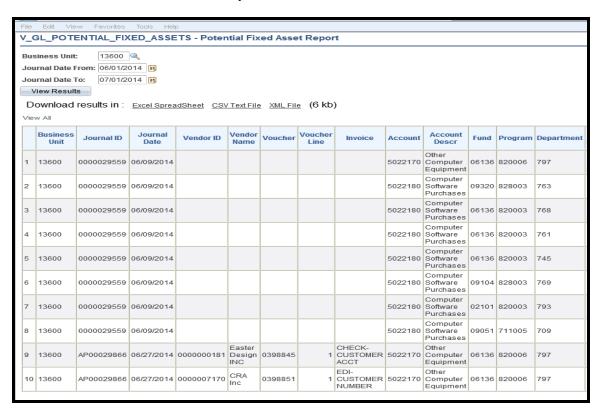
Main Menu > Reporting Tools > Query > Query Viewer > V_GL_POTENTIAL_FIXED_ASSETS

PARAMETERS:

- Business Unit:
- Journal Date From:
- Journal Date To:

FORMAT:

GL - Potential Fixed Asset Query



Use the scroll bar to see the columns on the right.



GL – Record Groups Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists all available Record Groups.

PURPOSE / USE:

Use this query to see a list of Group IDs with their related descriptions and record names.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0016_RECORD_GROUPS

PARAMETERS:

None

FORMAT:

Record Groups Query

FIN001	6_RECORD_GROUPS	S- FIN0016-Record Groups	
		Excel SpreadSheet CSV Text File XML File (636 kb	First 4 1-100 of 5483 1 Last
View Al	Group ID	Description	Record
1	AM_01	Agencies	AGENCY_TBL
2	AM_02	Book Definition	BOOK_DEFN_TBL
3	AM_02	Book Definition	BOOK_DEFN_VW
4	AM_02	Book Definition	SP_BOOK_CLSVW
5	AM_02	Book Definition	SP BOOK NONVW
6	AM_02	Book Definition	SP BOOK OPRVW
7	AM_03	Asset Property	AM_PROP_SUBC
8	AM_04	C.A.P. Types	CAP_TYPE_TBL
9	AM_05	AM Indexes	AM_INDEX_DETAIL
10	AM_05	AM Indexes	AM_INDEX_TBL
11	AM_06	Units of Production Tables	UOP_DET_TBL
12	AM_06	Units of Production Tables	UOP_TBL
13	AM 09	Depreciation Tables	CONV_BOOK_VW
14	AM_09	Depreciation Tables	CONV_BU_BOOK_VW
15	AM_09	Depreciation Tables	CONV_BU_VW
16	AM_09	Depreciation Tables	CONV_DT_TBL
17	AM_09	Depreciation Tables	CONV_DT_TBL_vw
18	AM_09	Depreciation Tables	CONV_SETID_VW
19	AM_09	Depreciation Tables	CONV_TBL
20	AM_09	Depreciation Tables	DEPR_CAP_TBL
21	AM_09	Depreciation Tables	DEPR_CAP_YR_TBL

GL - Speedtypes Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists all available SpeedTypes for a SetID.

PURPOSE / USE:

This query generates a list of SpeedTypes with their associated ChartFields.

NAVIGATION PATH:

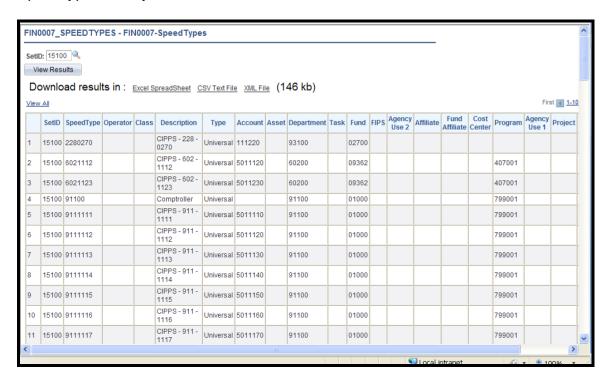
Main Menu > Reporting Tools > Query > Query Viewer > FIN0007_SPEEDTYPES -

PARAMETERS:

SetID

FORMAT:

Speedtypes Query



Use the scroll bar to view the remaining columns.



GL – Valid Appropriations - Display FIPS Codes Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists all valid FIPS codes for the STATE Set ID that are active as of the user specified As of Date.

PURPOSE / USE:

Use this query to view STATE Set ID FIPS codes.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > FIN0053_VALID_APPROPRIATIONS

PARAMETERS:

- SetID STATE
- As of Date

FORMAT:

Valid Appropriations - Display FIPS Codes Query



GL – Valid Budget Periods Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query displays all STATE SetID budget periods that have been set up in Cardinal.

PURPOSE / USE:

Use this query for a list of STATE SetID budget periods with names, descriptions, beginning dates and end dates.

NAVIGATION PATH:

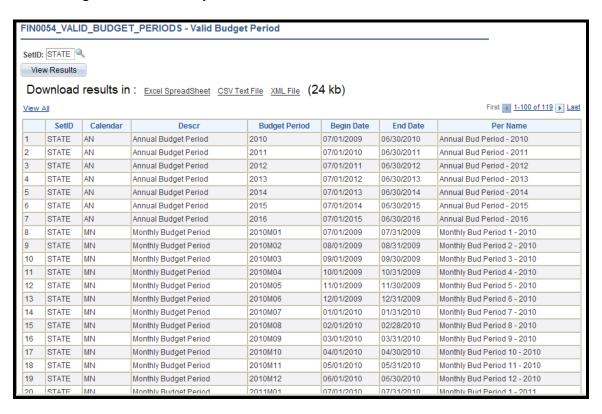
Main Menu > Reporting Tools > Query > Query Viewer > FIN0054_VALID_BUDGET_PERIODS.

PARAMETERS:

• SetID - STATE

FORMAT:

Valid Budget Periods Query



GL - Valid Funds Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists Fund values for the STATE SetID.

PURPOSE / USE:

Use this query to view STATE fund descriptions, codes and attributes that are active as of the user specified Effective Date.

NAVIGATION PATH:

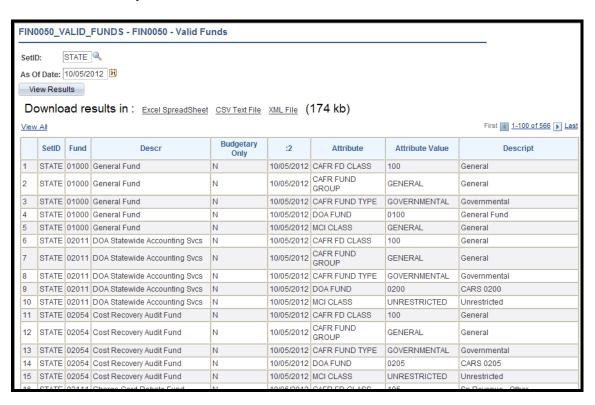
Main Menu > Reporting Tools > Query > Query Viewer > FIN0050_VALID_FUNDS

PARAMETERS:

- SetID STATE
- As of Date

FORMAT:

Valid Funds Query



GL – Valid Project IDs Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists all available project numbers for a SetID.

PURPOSE / USE:

This query generates a list of project IDs with their associated type, description, etc.

NAVIGATION PATH:

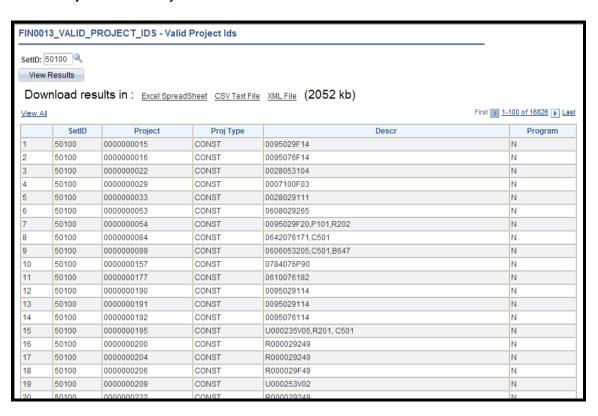
Main Menu > Reporting Tools > Query > Query Viewer > FIN0013_VALID_PROJECT_IDS

PARAMETERS:

SetID

FORMAT:

Valid Project IDs Query



GL – Valid Set IDs Query

LAST REVISION: 10/05/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This query lists all valid Set IDs in Cardinal.

PURPOSE / USE:

Use this query for a list of all valid Set IDs statewide.

NAVIGATION PATH:

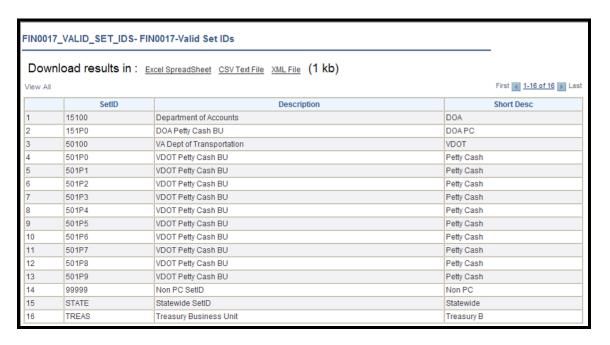
Main Menu > Reporting Tools > Query > Query Viewer > FIN0017_VALID_SET_IDS

PARAMETERS:

None

FORMAT:

Valid Set IDs Query



Reports

GL – AP-GL Reconciliation Report

Rpt Nbr: RGL022

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report reconciles transactions/amounts between General Ledger and Accounts Payable/Expenses. The report provides detail data by journal and journal line.

PURPOSE / USE:

The report is used:

- by Fiscal / Accounting Offices to identify variances between the modules and supports the reconciliation process.
- By DOA to reconcile the Accounts Receivable module to the General Ledger.

NAVIGATION PATH:

Main Menu > > General Ledger > General Reports > GL Subsystem Reconciliation > AP-GL Reconciliation

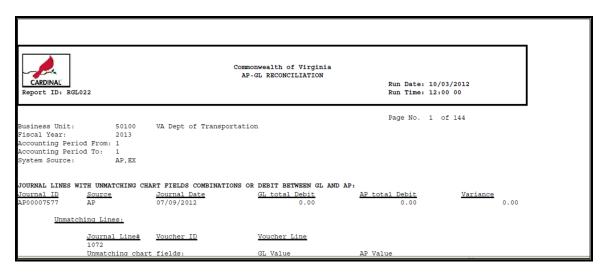
PARAMETERS:

- Business Unit.
- Fiscal Year,
- Accounting Period From
- Accounting Period To
- System Sources: Ex Source & AP Source (select at least 1 source)

FORMAT:

PDF

AP-GL Reconciliation Report



JOURNAL LINES Journal ID AP00007577	WITH UNMATCHING CHAI Source AP	RT FIELDS COMBINATIONS OR <u>Journal Date</u> 07/09/2012	DEBIT BETWEEN GL AND AP: GL total Debit 0.00	AP total Debit 0.00	<u>Variance</u> 0.00
Unmat	ching Lines:				
	Journal Line# 1072	Voucher ID	Voucher Line		
	Unmatching chart	Fund	GL Value 04100	AP Value	
		Account Department	205025		
		Cost Center	99999999		
		Amount	(677.20)	0.00	(677.20)
	Journal Line# 2473	Voucher ID	Voucher Line		
	Unmatching chart		GL Value	AP Value	
		Fund	04100		
		Program	60400403		
		Account	5012680		
		Department Cost Center	11017 11165420		
		Task	05100		
		Amount	677.20	0.00	677.20

Journal ID		Journal	Date		EX total Debi
JOURNAL LINES	IN EX NOT IN GL:				
Journal ID	Journal Date	AP total Debit	Journal Line#	Expenses Doc ID	Line Nbr
X00007441	07/06/12	99.73	97	0000004316	1
X00007441	07/06/12	(99.73)	98	0000004316	1
X00007589	07/10/12	26.00	47	0000003728	1
X00007589	07/10/12	34.00	54	0000003728	2
X00007589	07/10/12	34.00	61	0000003728	3
EX00007589	07/10/12	26.00	67	0000003728	4
EX00007589	07/10/12	(26.00)	87	0000003728	1
X00007589	07/10/12	(34.00)	88	0000003728	2
X00007589	07/10/12	(34.00)	89	0000003728	3
EX00007589	07/10/12	(26.00)	90	0000003728	4

GL - Appropriation, Allotment, and Expense Report

Rpt Nbr: RGL006

LAST REVISION: 10/03/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

By Business Unit, Fund, Program, and Project, the report summarizes Appropriations, Allotments, Unalloted, Expended MTD and YTD, and Available Appropriation

PURPOSE / USE:

The report is used to monitor and administer the agency's Appropriation and Allotment budget at the Program level as well as for Capital Outlay projects.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > App, Allot & Expense Report

PARAMETERS:

- Business Unit
- Fiscal Year
- Period
- Run for Capital Outlay Only (opt)

FORMAT:

PDF

Appropriation, Allotment, and Expense Report

CARDINAL Report ID: RGL006				Common STATEMENT OF APPROPRIATI	onwealth of Virginia	EXPENDITURES REPORT		Run Date: 10/03/20 Run Time: 12:40 00	012
Appr. Ledger :	C_APPROP_B		Page No. 1 of 7						
Allt. Ledger : Piscal Year : Business Unit	C_ALLOT_B 2013 Program	Period: Project	1 <u>Fund</u>	Appropriation	Allotment	Unalloted	Expended MTD	Expended YTD	Available Appropriation
50100	5140		04720	12,018,832.00	12,018,832.00	0.00	785,582.76	785,582.76	11,233,249.24
Program Total				12,018,832.00	12,018,832.00	0.00	785,582.76	785,582.76	11,233,249.24
	6020		04010	17,635,713.00	17,635,713.00	0.00	1,209,638.79	1,209,638.79	16,426,074.21
			04100	14,724,843.00	14,724,843.00	0.00	521,288.56	521,288.56	14,203,554.44
			04720	29,603,955.00	29,603,955.00	0.00	3,338,112.20	3,338,112.20	26,265,842.80
Program Total				61,964,511.00	61,964,511.00	0.00	5,069,039.55	5,069,039.55	56,895,471.45
	6030		04010	508,804,359.00	508,804,359.00	0.00	55,358,273.41	55,358,273.41	453,446,085.59
			04220	555,113.00	555,113.00	0.00	456,626.21	456,626.21	98,486.79
			04720	502,778,365.00	502,778,365.00	0.00	71,361,765.36	71,361,765.36	431,416,599.64

1									_
Business Unit	Program	Project	Fund	Appropriation	Allotment	Unalloted	Expended MTD	Page No. 7 of 7 Expended YTD	Available Appropriation
Project Total				789,803.42	0.42	789,803.00	0.00	0.00	789,803.42
		C16983	04720	663,843.20	663,843.20	0.00	952.00	952.00	662,891.20
Project Total				663.843.20	663.843.20	0.00	952.00	952.00	662.891.20
		C17086	04720	521,500.15	521,500.15	0.00	28,661.23	28,661.23	492,838.92
Project Total				521,500.15	521,500.15	0.00	28,661.23	28,661.23	492,838.92
Program Total				45,817,106.31	27,032,968.31	18,784,138.00	1,488,807.91	1,488,807.91	44,328,298.40
Business Unit	Total			45,817,106.31	27,032,968.31	18,784,138.00	1,488,807.91	1,488,807.91	44,328,298.40
					and of Bonort				
				1	ind of Report				

GL – AR/GL Module Reconciliation Report

Rpt Nbr: VGLR631

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This report reports any variances in CF combination or amount between journal generated distributions from AR system and GL journal line. Report displays corresponding journal id, journal line, CF combination and the amount.

PURPOSE / USE:

This report is used:

- To reconcile accounting between AR and GL.
- By DOA to reconcile the Accounts Receivable module to the General Ledger.

NAVIGATION PATH:

General Ledger > General Reports > GL Subsystem Reconciliation > AR-GL Module Reconciliation Report

PARAMETERS:

- Business Unit
- Fiscal Year
- Accounting Period From
- Accounting Period To
- Transaction Source

FORMAT:

PDF

GL – AR/GL Module Reconciliation Report

CARDINAL Report ID: RGL631		Commonwealth of Virginia AR-GL RECONCILIATION	Run Date: 04/0	
			Page No. 1	of 10
Business Unit: 50100 Piscal Year: 2014 Accounting Period From: 1 Accounting Period To: 10 System Source: BI,AR I	VA Dept of Transpo	rtation		
JOURNAL LINES WITH UNMATCHING C	HART FIELDS COMBINATION	ONS OR AMOUNT FOR BI:		
Journal <u>ID</u> BI00021984	<u>Journal Date</u> 07/03/2013	GL total Amount 17.50	AR total Amount 0.00	Variance 17.50
Unmatching Lines:				
<u>Journal Line#</u> 218 218 218 218 218 218 218 218 218 218	Invoice GENEO01046 GENEO01047 GENEO01048 GENEO01049 GENEO01050 GENEO01051 GENEO01052 GENEO01053		AR Amount 222.00 148.00 111.00 37.00 74.00 259.00 111.00 74.00	

				Page No. 2 of 10	0		
		Amount	8,436.00	8,436.00	0.00		
Unmate	ching Lines:						
	Journal Line#	Invoice		AR Amount			
	448	CALC001629		-2,663.50			
	448	CALC001630		-1,990.50			
	448	CALC001819		-2,663.50			
	448	CALC001843		2,600.00			
	Unmatching chart	fields:	GL Value	AR Value			
		Department	10050	10049			
		Amount	-4,700.00	-4,717.50	17.50		
Journal ID		Journal Date	GL total Amount	AR total Amount Varian	ce		
3100022043		07/05/2013	0.00	0.00	0.00		
Unmate	ching Lines:						
	Journal Line#	Invoice		AR Amount			
	90	CALC001821		1,477.00			
	90	CALC001822		3,317.50			
	90	CALC001823		713.50			
	90	CALC001838		1,990.50			
	90 90	CALC001841 CALC001842		663.50 663.50			
	90	CALC001842 CALC001844		-1,658.75			
	Unmatching chart		GL Value	AR Value			
		Department Amount	10050 7,166.75	7,166.75	0.00		

GL - Cardinal Trial Balance Report

Rpt Nbr: RGL001

LAST REVISION: 10/03/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report provides the beginning and ending ledger balance and net activity. The report can be generated using the specified business units, ledger and chartfield elements. The amounts can be totaled and displayed as determined by the user.

PURPOSE / USE:

The Cardinal Trial Balance Report allows multiple ledger amounts to be summarized to reflect different basis of accounting. The report is used to review balances for monthly and annual reconciliations.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Cardinal Trial Balance

PARAMETERS:

- Parameters:
 - Business Unit
 - Fiscal Year
 - Accounting Period
- Chartfield Selection:
 - By BU/Fund
 - By BU/Fund/Project
 - o by Fund Group
 - By All Accounts
- Ledger Selection:
 - Full Accrual
 - Modified Accrual
 - Cash Basis
 - Actuals
- Account Detail:
 - Summary or Detail (lists detail expenditure and revenue accounts)

FORMAT:

PDF

Cardinal Trial Balance Report

Business Unit : 50100 Fiscal Year : 2012 Account Details : Summary ChartField Selection : By BU, Fund	VA Dept of Transportation Accounting Period : 12 Ledger Selection : ACTUAL Adj. Period :	s		Page No. 1 of	
Business Unit Pund Code	Account	Description	Begining Balance	Net Activity	Ending Balance
50100 04710	101010	Cash With The Treasurer Of VA	0.00	1,062.81	1,062.81
Asset Total :			0.00	1,062.81	1,062.81
Liability Total :	205025	Accts Payable-AP/EX Accruals	0.00	(9,294.80) (9,294.80)	(9,294.80) (9,294.80)
Revenue Total :	Revenue Acc	ounts	(593,066,193.89)	(67,569,723.60)	(660,635,917.49
Expense Total :	Expense Acc	ounts	1,911,348.78	25,919.73	1,937,268.51
	609820	Cash Transfer In - Non-GF	0.00	(500.00)	(500.00
	609830	Cash Transfer Out - Non-GF	611,580,433.76	64,896,559.46	676,476,993.22
	609831	Cash Transfer Out-NGF Othr Agy	5,528,145.35	268,134.40	5,796,279.75
	609840	Cash Transfer In - GF/Non-GF	(25,953,734.00)	0.00	(25,953,734.00
	609860	Cash Transfer In-App Act Pt 3	0.00	(400,000.00)	(400,000.00
	609870	Cash Transfer Out-App Act Pt 3	0.00	2,787,842.00	2,787,842.00
Transfers Total :			591,154,845.11	67,552,035.86	658,706,880.97
Total for Fund : 04710 Tr	ransportation Trust Fund		0.00	0.00	0.00

GL – CARS Interface Summary Report

RPT NBR: VGLR0002

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This report provides the accounting transactions that are sent to CARS in a detailed summary report.

PURPOSE / USE:

This report provides a Summary of the Transactions that have been sent from Cardinal to CARS each day by CARS batch type and batch date.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > CARS Interface Summary Report

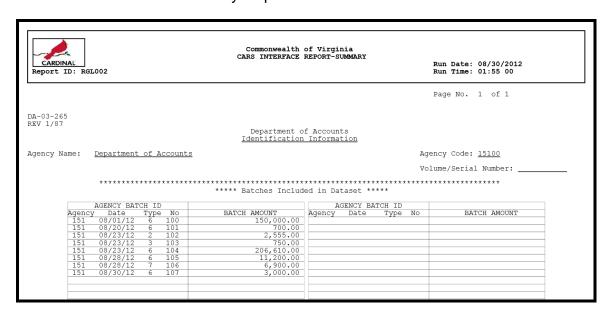
PARAMETERS:

- Business Unit
- CARS Extract Create Date

FORMAT:

PDF

GL - CARS Interface Summary Report



GL - CARS-Cardinal Reconciliation Report

Rpt Nbr: VGLR0025

LAST REVISION: 10/03/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report summarizes both CARS and Cardinal vouchers by batch, transaction code, Fiscal Year and Accounting Period, distribution (i.e., Fund, Program, Object, Revenue Source Code, Project) and amount. Mismatches are identified as well as transactions with no matching CARS record.

PURPOSE / USE:

The report supports the reconciliation process between CARS and Cardinal.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > CARS-Cardinal Reconciliation

PARAMETERS:

- Business Unit
- Fiscal Year
- Accounting Period

FORMAT:

PDF

CARS-Cardinal Reconciliation Report

	DINAL D: VGLR002	25						nwealth of Vi RDINAL RECONC						Date: 10/0: Time: 10:4	.,
Business Fiscal Ye Accountin	ar:	50100 2013 01	2013									Page No. 1 of 133			
Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal <u>Year</u>	Fiscal Month	Trans Code	<u>Fund</u>	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL CARS	501 501	07/30/2012 07/30/2012	6	220 220	00012 00012	2013 2013	01 02	180 180	0410 0410	6040200 6040200	1355 1355	00000	00000	L0000004 L0000004	721. 721.
Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL CARS	501 501	07/30/2012 07/30/2012	6	220 220	00013 00013	2013 2013	01 02	180 180	0410 0410	6040300 6040300	1355 1355	00000	00000	L0000004 L0000004	88. 88.
Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL CARS	501 501	07/30/2012 07/30/2012	6	220 220	00014 00014	2013 2013	01 02	180 180	0410 0410	6040403 6040403	1355 1355	00000	00000	L0000004 L0000004	2,789,392. 2,789,392.
Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount

Business Unit: Fiscal Year: Accounting Period:		50100 2013 01					Cardinal	to Reconcile	with CA	RS			Pag	e No. 132	of 133
Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal <u>Year</u>	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL CARS	501 501	07/31/2012 07/31/2012	6	242 242	00654 00654	2013 2013	01 02	380 380	0410 0410	6040501 6040501	1113 1113	00000	00000	L0000033	7,353.26 7,353.26
Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL CARS	501 501	07/31/2012 07/31/2012	6	242 242	00655 00655	2013 2013	01 02	380 380	0410 0410	6040501 6040501	1114 1114	00000	00000	L0000033	66,823.56 66,823.56
Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL CARS	501 501	07/31/2012 07/31/2012	6	242 242	00656 00656	2013 2013	01 02	380 380	0410 0410	6040501 6040501	1115 1115	00000	00000	L0000033	1,007,946.09 1,007,946.09
Source	Batch Agency	Batch Date	Batch Type	Batch Number	Batch Sequence	Fiscal Year	Fiscal Month	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	Amount
CARDINAL	994 No CARS R	07/05/2102 Record Found	7	856	00001	2013	01	002	0782				70381		500.00

GL - Control/Track Budget-Exp by CF Report

Rpt Nbr: VRGL007

LAST REVISION: 10/03/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

For any budget ledger set as control or track with budget, the report summarizes by related chartfields, budgeted amount, month expended amount, and year to date expended as well as unexpended amount.

PURPOSE / USE:

The report is used to monitor and administer the Agency's selected budget.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Control/Track Budget-Exp by CF

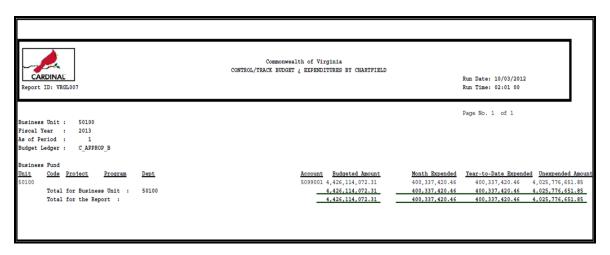
PARAMETERS:

- Request Parameters:
 - Business Unit
 - Budget Ledger
 - Fiscal Year
 - As of Period
- Values by Chartfields:
 - o Field Name
 - How Specified

FORMAT:

PDF

Control/Track Budget-Exp by CF Report



GL - COVA Analysis of Appropriations Report

Rpt Nbr: RGL006A

LAST REVISION: 10/02/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report provides funding analysis of appropriations, allotments, and expenditures.

PURPOSE / USE:

 The detail budget and expenditures by Business Unit, Fund, Program, and Project for Appropriations by type, Allotments, Expenditures, Unexpended Appropriations, and Unexpended Allotments is used for reconciliation.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > COVA Analysis of Appropriations

PARAMETERS:

- Business Unit
- Fiscal Period
- · Accounting Period
- Consolidated Summary Report opt

FORMAT:

Funding Analysis of Appropriations, Allotment, and Expenditures Report

	RDINAL ID: RGL006A	e e	FU	Commonwealth of Virginia FUNDING ANALYSIS OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES						
Susiness Fiscal Consolidations of Da	Year ing Period date Report	15100 2013 1 Summary 11-JUL-2012					Page No. 1 of 2			
BU	Fund	Program Code	Project	Appropriations	Allotments	Expenditures	Unexpended Appropriations	Unexpended Allotments		
5100	01000	7240 ORIGINAL		3,370,456.00						
	Progra	am Total		3,370,456.00	3,370,456.00	198,586.39	3,171,869.61	3,171,869.6		
		7370 ORIGINAL		5,725,381.00						
	Progra	am Total		5,725,381.00	5,725,381.00	654,024.02	5,071,356.98	5,071,356.9		
		7990 ORIGINAL		923,256.00						
	Progra	am Total		923,256.00	923,256.00	140,321.41	782,934.59	782,934.5		
	Fund :			10,019,093.00	10,019,093.00	992,931.82	9,026,161.18	9,026,161.1		
	02011	7370 ORIGINAL		412,717.00						
	Progra	am Total		412,717.00	412,717.00	0.00	412,717.00	412,717.0		
	Fund :			412,717.00	412,717.00	0.00	412,717.00	412,717.0		
	02111	7370 ORIGINAL		409,239.00						
	Progra	am Total		409,239.00	409,239.00	0.00	409,239.00	409,239.0		
	Fund ?			409,239.00	409,239.00	0.00	409,239.00	409,239.0		
	06080	8260 REAPPROP		0.00						

							Pag	e No. 2 of 2
BU	Fund	Program Code	<u>Project</u>	Appropriations	Allotments	Expenditures	<u>Unexpended</u> <u>Appropriations</u>	<u>Unexpended</u> <u>Allotments</u>
	Program	m Total		0.00	0.00	0.00	0.00	0.00
	Business Un	it 15100	Total	13,336,197.00	13,336,197.00	1,187,654.02	12,148,542.98	12,148,542.98

GL – GL Transaction Report

RPT NBR: VGLR0010

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This report provides debit and credit amounts by selected ChartField combinations for a fiscal year and period. In addition, subtotals are provided at selected ChartField levels and the report prints Beginning Balance, Total Activity and Ending Balance by Account type.

PURPOSE / USE:

This report reads all entries in the ledger and summarizes the entries by fund, account, department, project, cost center, asset type and activity into total debits and credits.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > GL Transaction Report

PARAMETERS:

- Business Unit
- Fiscal Year
- Accounting Period From and To
- Ledger
- Source (% for all)
- Account Type
- Field Name

FORMAT:

GL – GL Transaction Report

	RDINAL t ID: RGL0]			ealth of Virgin		Run Date: 07/18/2011 Run Time: 11:55 00			
Busine: LEDGER FISCAL		50100 ACTUALS 2011	Actuals PERIOD: 12						Page No. 1 of	3
<u>FUND</u> 04100	<u>PROGRAM</u> 514008	ACCOUNT 112062 TOTAL FOR	A/R Localities-Unbilled R PROGRAM: 514008	<u>DEPTID</u> 11000	COST CENTER	PROJECT 0000000077	ASSET	AGENCY USE1	72,000.00	0.00
	Ву	Account Ty	pe: Asset	BEGINING TOTAL ACT ENDING BA	IVITY				\$,931,124,866.41 72,000.00 ,931,196,866.41
04100	514009	5012120 TOTAL FOR	Outbound Freight Services R PROGRAM: 514009	10011	11050010				100.00	0.00
04100	514008	5012130 TOTAL FOI	Messenger Services R PROGRAM: 514008	10011	11040010				74.75 74.75	0.00
04100	514009	5012130	Messenger Services	10011	11050010					1,089.75
04100	514009	5012140	Postal Services	10011	11050010					205.00
04100	514009	5012150	Printing Services	10011	11050010					35.00

GL - Journal Edit Errors Report

Rpt Nbr: GLS7011

LAST REVISION: 10/24/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report provides detailed information about journal edit errors: period, journal ID, date, source, reference number, error type, line, line description, field name, and error message.

PURPOSE / USE:

This report is used to identify and resolved journal edit errors.

NAVIGATION PATH:

Main Menu > General Ledger > Journals > Process Journals > Journals Edit Errors Report

PARAMETERS:

- Business Unit
- Ledger Group
- Source
- Journal ID From and To
- Journal Date From and To

FORMAT:

Journal Edit Errors Report

PeopleSoft GL Page No. 1 Run Date 10/24/2012 Run Time 14:15:13 Report ID: GLS7011 JOURNAL EDIT ERRORS Bus. Unit: 50100--VA Dept of Transportation Ledger Grp: ACTUALS -- Actuals Fiscal Year:2013 Request 1--Descr1 Source:ALL Jounral ID:000000001 through 000099999 Journal Date:07/01/2012 through 07/31/2012 Business Unit IU: 15100 Pd Journal ID Jrnl Date Src Ref No. Error Type Line Line Description Field Name Entry Event Error message 0000005951 07/02/2012 ONL HEADER JRNL_HDR_STATUS Journal line errors exist for this header. (5860/53) 2 Employer Retire Contrb-Def Ben FUND_CODE LINE Combo error for fields Fund/Project/Program/Account/Department/FIPS in group %2VCC_LOWLVL. (9600/31)

GL - Journal Entry Detail Report

Rpt Nbr: FIN2001

LAST REVISION: 10/03/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report displays all, or a subset of, journal entries for a business unit and ledger within a specified date range. A number of selection criteria can be used to return either a broad range of journals or to specifically narrow down the results. Another option is to enter a specific Journal ID.

PURPOSE / USE:

The report provides the ability to search and select a group of journals for detail review.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Journal Entry Detail

PARAMETERS:

- Report Request Parameters:
 - Unit
 - Ledger Group:
 - Actuals
 - Cash
 - Modified Accrual
 - Commitment Cntrl Appropriation
 - Ledger:
 - Actuals
 - Cash
 - Com Cntl Appropriation Budget)
 - Source:
 - Accruals
 - Billings
 - Accounts Payables
 - Accounts Receivables
 - Project Costing
 - Purchasing
 - Time Entry
 - Journal ID

- Date From and Date To
- o Journal Status:
 - Posted by Journal Dates
 - Posted by Posting Dates
 - Journal has Errors
 - Unposted
 - Valid Journal Edits Complete
 - No Status Needs to be Edited
- Show Description on Report opt
- Show Statistics Amount opt
- o Display Full Numeric Field opt
- Chartfield Selection:
 - Sequence
 - Chartfield Name
 - o Include CF opt
 - Descr opt

FORMAT: PDF

Journal Entry Detail Report

Bus. Ledge	t ID: FIN2001 Unit: 50100VA Dept of Tr r Grp: ACTUALSActuals	ansportation	PeopleSoft Financials JOURNAL ENTRY DETAIL REPORT		Run	No. 1 Date 10/03/2012 Time 10:18:55
	he period 07/01/2012 through	n 07/15/2012 Status: P (posted journals by journal	l date range)			
Line	<u>Description</u>	Reference	Entry	/ Event Cur	<u>Debit</u>	Credit
tatu	s: PPosted Posted Da	Date: 07/05/2012 Source: EXExpense	es Reversal: NNone			
escr	iption Expense Accrual Jour	nal				
escr	iption Expense Accrual Jour Expense Accruals	nal 0000008667				
				USD	0.00	46.49
	Expense Accruals	000008667		USD	0.00	46.49 21.65
	Expense Accruals	000008667				
	Expense Accruals Expense Accruals Expense Accruals	000008667 000008669 000008687		USD	0.00	21.65

GL - Journal Entry Detail with Attributes Report

Rpt Nbr: FIN2005

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report displays the same detail as the Journal Entry Detail Report and also lists the ChartField attribute values.

PURPOSE / USE:

The report provides the ability to search for and select a group of journals for detail review.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Journal Entry with Attributes

PARAMETERS:

- Report Request Parameters:
 - o Unit
 - Ledger Group
 - o Ledger
 - Source
 - o Journal ID
 - From Date and To Date
 - Journal Status
 - Show Description on Report opt
 - Show Statistics Amount opt
 - Display Full Numeric Field opt
- Chartfield Selection:
 - Sequence
 - Chartfield Name
 - o Include CF opt
 - Descr opt

FORMAT:

Journal Entry Detail With Attributes Report

		The state of the s	pleSoft Financials			
Report ID: F	THOOF		pleSoft Financials ITH CHARTFIELD ATTRIBUTES REPORT			Page No. 1
	0100VA Dept of Transpo		ITH CHARTFIELD ATTRIBUTES REPORT			Page No. 1 Run Date 10/04/2012
edger Grp: A		reacion				Run Time 17:10:19
	CTUALSActuals					Rdii 1100 17110119
	d 07/01/2012 through 07/	31/2012				
		s: P (posted journals by journal date range)				
ource. Inv	Couring 15. And State	e. P (posted journals by journal date range)				
Line Descr	iption					
Account		Fund				
rogram				Cur	Debit	Credit
2 27 22 22		CONTRACTOR OF THE PARTY OF THE		2017	2 2 2 32 3 3	271
		07/06/2012 Source: TETime Entry	Reversal: NNone	Status: P-	-Posted Posted	Date: 07/23/2012
Description H	R Payroll Journals					
GL In	terface	2012-07-06				
011230 S	alaries, Classified	04100 Hwy Maintenance & Operating Fd				
04003 S	econdary Maintenance			USD	340.04	0.00
ttributes						
CCOUNT	DOA GLA	901				
CCOUNT	DOA OBJ_RS	1123				
CCOUNT	SWAM REPORTABLE	NON - SWAM REPORTABL				
UND_CODE	CAFR FD CLASS	110				
PUND_CODE	CAFR FUND GROUP	SPECIAL REVENUE				
PUND_CODE	CAFR FUND TYPE	GOVERNMENTAL				
PUND_CODE	DOA FUND	0410				
FUND CODE	MCI CLASS	UNRESTRICTED				

FUND_CODE	CAFR FUND GROUP	SPECIAL REVENUE			
FUND_CODE	CAFR FUND TYPE	GOVERNMENTAL			
	DOA FUND	0410			
FUND_CODE	MCI CLASS	UNRESTRICTED			
CHARTFIELD2	DOA PROGRAM	60403			
8 GL Interfa	ce	2012-07-06			
			USD	170.02	0.00
Attributes					
ACCOUNT	DOA GLA	901			
ACCOUNT	DOA OBJ_RS	1123			
ACCOUNT	SWAM REPORTABLE	NON - SWAM REPORTABL			
FUND CODE	CAFR FD CLASS	110			
FUND CODE	CAFR FUND GROUP	SPECIAL REVENUE			
FUND CODE	CAFR FUND TYPE	GOVERNMENTAL			
	DOA FUND	0410			
	MCI CLASS	UNRESTRICTED			
	DOA PROGRAM	60403			
10 GL Interfa	Ce	2012-07-06			
			USD	170.02	0.00
Attributes					
	DOA GLA	901			
I					
I					
I					
I					

GL – Journal Upload Error Report

RPT NBR: VGLR0593

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This report displays details about errors identified during the Journal Upload process for interfacing agencies.

PURPOSE / USE:

This report is used by interfacing agencies to view Journal Upload errors created when loading data from agency systems into Cardinal. These errors will need to be corrected in the agency system and re-sent to Cardinal.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Journal Upload Error Report

PARAMETERS:

- Business Unit
- From Date
- To Date

FORMAT:

GL Journal Upload Error Report

	1			
CARDINAL Report ID: GL59	3		Commonwealth of Virginia JOURNAL UPLOAD ERROR REPORT	Run Date: 05/20/2014 Run Time: 02:24 00
				Page No. 1 of 8
Submitting GL BU Upload Date Rang		to 29-APR-2014		
File Name: Upload Date:	13600_GL600_IN_04 29-APR-2014	1282014_1200_029.dat		
GL Journal BU: Journal ID 02GL021101	13600 Journal Line 1	Error Field Name	Field Value XYZ	Error Description ChartField error for: XYZ, Field Name: Department,
02GL021101	1	CHARTFIELD2	512345	Prompt Table: DEPT_TBL ChartField error for: 512345, Field Name: Program,
02GL021101	2	CHARTFIELD2	512345	Prompt Table: CHARTFIELDZ TBL ChartField error for: 512345, Field Name: Program, Prompt Table: CHARTFIELDZ TBL
02GL021103	1	MONETARY_AMOUNT	-250.14	This Journal has not been balanced by Business Unit and Fund Code.
02GL021103	2	MONETARY_AMOUNT	250.14	This Journal has not been balanced by Business Unit and Find Code.
02GL021104	1	MONETARY_AMOUNT	-700	This Journal does not balance by total debits and credits.
02GL021104	1	MONETARY_AMOUNT	-700	This Journal has not been balanced by Business Unit and
02GL021104	2	MONETARY_AMOUNT	700	This Journal does not balance by total debits and credits.
02GL021104	2	MONETARY_AMOUNT	700	This Journal has not been balanced by Business Unit and
02GL021104	3	MONETARY_AMOUNT	-250	This Journal does not balance by total debits and credits.
02GL021104	3	MONETARY_AMOUNT	-250	This Journal has not been balanced by Business Unit and Fund Code.
02GL021104	4	MONETARY_AMOUNT	250	This Journal does not balance by total debits and credits.
02GL021104	4	MONETARY_AMOUNT	250	This Journal has not been balanced by Business Unit and Fund Code.
02GL021110	1	MONETARY_AMOUNT	3000	This Journal has not been balanced by Business Unit and Fund Code.

GL – Ledger Activity Report

RPT NBR: GLS7002

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This report provides activity that is posted against the ledger for a specific period.

PURPOSE / USE:

This report lists:

- The beginning and ending ledger balances by ChartField combination and account.
- The detailed journal line activity that is posted against the ledger for the accounting periods that are specified.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Ledger Activity

PARAMETERS:

- Unit
- Ledger
- Fiscal Year
- Currency
- From and To Period

FORMAT:

GL – Ledger Activity Report

us. edo	ort ID: GLS700 Unit: 10700- ger: ACTUAL Fiscal Year 20 Grency Code: US	Division of LS Actua 013 Period :	s					pleSoft GL LEDGER ACTIVITY			Page No. 1 Run Date 09/09/2013 Run Time 09:48:03
Cur	Journal Date	Journal ID Se	eg Lin	Account	Fund	Program	<u>Department</u>		Debit	Credit	Balance
USD		Dance: 0000019811 0000019811	3 7	5011140 101010	01000 01000	704006	99999		500.00	0.00 500.00	0.00
		0000019814 0000019814	1	5011140 101010	01000 01000	799001	99999 99999		1,000.00 0.00 Per	0.00 1,000.00 iod 12 Total:	0.00
USD	Total Activit										0.00

GL - Ledger Summary Report

Rpt Nbr: GLS7003

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report lists for a Business Unit by Account Journals by Journals ID, Journal Date, and Seq Line number, the debit / credit amount. For each Account the report summarizes Beginning Balance, Total Activity, and the resulting Ending Balance.

Purpose / Use:

The report is used for monitoring and reconciliation purposes.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Ledger Summary

PARAMETERS:

- Report Request Parameters:
 - o Unit
 - o Ledger
 - o Currency Code
 - o Fiscal Year
 - Accounting Period
- Chartfield Selection

FORMAT:

Ledger Summary

Bus. Unit: 1 Ledger: A	ZLS7003 15100VA Department of Accoun ACTUALS Actuals ear 2013 Period 1 To 2 s USD	ts	PeopleSoft GL LEDGER SUMMARY			Page No. 1 Run Date 10/04/2012 Run Time 07:53:22
Account J	Journal Date Journal ID Seq	Line		Debit	Credit	Balance Currency
101010 C	Cash With The Treasurer Of VA	USD				
	07/06/2012 0000005997 07/06/2012 0000005997 07/06/2012 0000005997 07/13/2012 000000597 07/13/2012 0000005016 07/13/2012 000000516 07/13/2012 000000516 07/13/2012 000000516 07/13/2012 000000516 07/13/2012 000000516 07/13/2012 000000516 07/13/2012 000000516 07/13/2012 000000516 07/13/2012 000000517 07/13/2012 000000518 07/13/2012 000000518 07/13/2012 000000518 07/13/2012 000000518 07/13/2012 000000518 07/13/2012 000000518 07/13/2012 000000518 07/13/2012 000000518 07/13/2012 000000518 07/13/2012 000000518 07/13/2012 000000518 08/06/2012 000000518 08/06/2012 000000518 08/06/2012 000000518 08/06/2012 000000518 08/06/2012 000000518 08/06/2012 000000518 08/06/2012 000000518	3 USD 4 USD 4 USD 4 USD 5 USD 5 USD 6 USD 6 USD 7 USD	22 14 16	0.00	0.00 323,21 10,100,00 1,000,00 0.00 0.00 0.00 0.00	

Ledger:	15100VA Department of Account ACTUALS Actuals Year 2013 Period 1 To 2	ate	PeopleSoft GL LEDGER SUMMARY			Page No. 3 Run Date 10/04/2012 Run Time 07:53:22
Account	Journal Date Journal ID Seq	Line		Debit	Credit	Balance Currency
111220	07/19/2012 0000006116 07/31/2012 CIPPS06419 08/01/2012 CIPPS06436	14 USD 1 USD 1 USD		0.00 0.00 0.00	2,527.00 10,714.00 2,438.00	
111220	Parking Fee Suspense Account	บรม		Beginning Balance: Total Activity: Ending Balance:	< <	0.00 15,679.00> 15,679.00>
112054	A/R - Other	USD				
	07/27/2012 0000006233 07/31/2012 0000006316	1 USD 1 USD		96.20 96.20	0.00	
112054	A/R - Other	USD				
				Beginning Balance: Total Activity: Ending Balance:		0.00 192.40 192.40
131030	Petty Cash Advances	USD				
	07/19/2012 0000006116	11 USD		1,000.00	0.00	
131030	Petty Cash Advances	USD				
				Beginning Balance: Total Activity: Ending Balance:		0.00 1,000.00 1,000.00

GL - Ledger versus Journal Integrity Report

Rpt Nbr: GLS7010

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report list discrepancies between General Ledger and journal tables and is used for reconciliation purposes.

PURPOSE / USE:

The report is used for reconciliation purposes.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Ledger versus Journal Integrity

PARAMETERS:

- Unit
- Ledger
- Fiscal Year
- From Period
- To Period
- Compare Statistics Amount opt, Show Journals opt, Display Full Numeric Field opt
- Chartfield Selection: Sequence, Chartfield Name, Include CF Value to Value

FORMAT:

Ledger vs Journal Integrity Report

Report ID: GLS7010 Bus. Unit: 50100VA Dept of Transportation Ledger: ACTUALS Actuals Fiscal Year:2013	PeopleSoft GL LEDGER VS. JOURNAL INTEGRITY REPORT		Page No. 1 Run Date 10/04/2012 Run Time 10:28:54
Period Account Fund Program Department	Journal Amount	Ledger Amount	Difference
No discrepancy found for Periods 4 thru 4			

GL – LTD Capital Projects Report

RPT NBR: VGLR0597

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This report displays appropriation budgets and actual expenditures for Capital Projects on an MTD, YTD, and LTD basis.

PURPOSE / USE:

This report can be used to monitor an agency's Appropriation budget for Capital Outlay Projects.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > LTD Capital Projects Report

PARAMETERS:

- Business Unit
- Fiscal Year
- Period

FORMAT:

GL - LTD Capital Projects Report

Report ID:	RGL597							Run Date: 01/16/2014 Run Time: 11:08 00			
siness Uni scal Year:	2014		Page No.	. 1 of 1							
usiness	rojects Fund	Expended YTD	Expended_LTD	Project to Date(Over)Under Appropriation							
03100 C 031000 C 0310	18004 4722 18004 4722 18039 4722 18	(1, 220, 000, 00) (1, 520, 000	9, 250, 000.00 7, 198, 000.00 7, 198, 000.00 7, 198, 000.00 1, 722, 000.00	(1, 230, 000, 00) (3, 562, 000, 00) (3, 562, 000, 00) (3, 562, 000, 00) (3, 562, 000, 00) (3, 562, 000, 00) (3, 562, 000, 00) (3, 562, 000, 00) (3, 562, 000, 00) (3, 562, 000, 00) (3, 562, 000, 00) (3, 562, 000, 00) (4, 562, 000, 00) (5, 562, 000	9,250,000.00 7,198,000.00 7,198,000.00 7,198,000.00 1,722,000.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	\$, (20, (30,)		

GL - Other Agency Transactions Report

Rpt Nbr: VGLR011

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report provides detail or summary amounts for transactions processed in CARS by an agency other than the agency entered in the Business Unit prompt.

Purpose / Use:

This report is used:

- By Fiscal / Accounting Offices to reconcile between Cardinal and CARS.
- In conjunction with CARS Cardinal Reconciliation Report (Rpt ID RGL025)
 which provides financial transaction variances between CARS and Cardinal run
 by fiscal year and accounting period.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Other Agency Transactions

PARAMETERS:

- Business Unit
- Fiscal Year
- Accounting Period
- Summary or Detail

FORMAT:

Other Agency Transactions



Run Date: 10/04/2012 Run Time: 07:31 00

Page No. 1 of 8

Business Unit : 15100 Fiscal Year : 2013 Accounting Period : 1 VA Department of Accounts

				OTHER	AGENCY TR	ANSACTIONS	- DETAIL					
Batch <u>Type</u>	Batch Agency	Batch Date		Batch Sequence	Trans Code	Fund	Program	Object	Rev Source	Project	Voucher	<u>Amount</u>
5	997	19-JUN-2012	305	00003	022	0608	8260000		00000	00000	21300018	0.00
5	997	19-JUN-2012	305	00004	022	0936	4070000		00000	00000	21300018	0.00
5	997	20-JUN-2012	375	00109	200	0100	0000000		00000	00000	00000001	3,370,456.00
5	997	20-JUN-2012	375	00111	200	0100	0000000		00000	00000	00000001	5,725,381.00
5	997	20-JUN-2012	375	00113	200	0100	0000000		00000	00000	00000001	923,256.00
7	997	02-JUL-2012	600	00001	003	0100	7990000	1217	00000	00000		0.01
8	122	19-JUN-2012	16	00280	020	0100	7240000		00000	00000		3,370,456.00
8	122	19-JUN-2012	16	00281	051	0100	7240000		00000	00000		3,370,456.00
8	122	19-JUN-2012	16	00282	051	0100	7370000		00000	00000		5,725,381.00
8	122	19-JUN-2012	16	00283	020	0100	7370000		00000	00000		5,725,381.00
8	122	19-JUN-2012	16	00284	020	0100	7990000		00000	00000		923,256.00
8	122	19-JUN-2012	16	00285	051	0100	7990000		00000	00000		923,256.00
8	122	19-JUN-2012	16	00286	051	0200	7370000		00000	00000		412,717.00

Batch Type	Batch Agency	Batch Date	Batch Number		Trans Code	<u>Fund</u>	Program	Object	Rev Source	ge No. 8	of 8	<u>Amount</u>
0	122	19-JUN-2012	19	01406	880	0000	7990100	1595	00000	00000		55,250.00
0	122	19-JUN-2012	19	01407	880	0000	7990100	1395	00000	00000		5,497.00
0	122	19-JUN-2012	19	01408	880	0000	7990100	1295	00000	00000		35,000.00
0	122	19-JUN-2012	19	01409	880	0000	8260100	1295	00000	00000		12,394.00
0	122	19-JUN-2012	19	01410	880	0000	8260100	1595	00000	00000		30,187.00
0	122	19-JUN-2012	19	01411	880	0000	8260100	1395	00000	00000		15,000.00
l												
l												
l												
l												
l												
l												

GL - Posted Journal Summary Report

Rpt Nbr: GLS7009

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report provides a list of all posted journals.

PURPOSE / USE:

• The report identifies posted journals.

NAVIGATION PATH:

Main Menu > General Ledger > Journals > Process Journals > Posted Journal Summary Report

PARAMETERS:

• Report Request Parameters:

Begin Process

End Process

User

Unit

Ledger Group

Ledger

Begin Date

End Date

Summarize By

FORMAT:

Posted Journal Summary Report

PeopleSoft GL POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 558419 Report ID: GLS7009 Bus. Unit: 15100--VA Department of Accounts Page No. 1 Run Date 07/26/2012 Ledger Grp: ACTUALS -- Actuals Ledger: ACTUALS -- Actuals Fiscal Year:2012 Run Time 16:10:00 Period Journal ID Jrnl Date Unpost Src Descr Lines Credit Stat Amount 10 0000006136 04/30/2012 0 CNV 05.GL.02.01-Converted data, Do 1236 1,399,368.34 USD 1,399,368.34 Period 10 Total 1236 1,399,368.34 USD 1,399,368.34

Ledger (Ledger:	it: 15100- Grp: ACTUAL	-VA Department of S Actuals	Accounts	POSTED JOURNAL SUMMAI	PeopleSoft GL RY BY JOURNAL ID POR PROCESS	S INSTANCE 558	419		Page No. 1 Run Date 07/26/2012 Run Time 16:10:00
Period	Journal ID	Jrnl Date Unpost	Src Descr	Lines	Debit			Credit	Stat Amount
10	0000006136	04/30/2012 0	CNV 05.GL.02.01-C	onverted data, Do 1236	:	1,399,368.34	USD	1,399,368.34	0.00
Period :	10 Total			1236	:	1,399,368.34	USD	1,399,368.34	

GL – Project Status Report

RPT NBR: VGLR0618

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This report provides detail project revenue, transfers and expenditure information as well as summarizing each account for the specified ledger at the ChartField level. The ChartField details include Project, Program, Department, Cost Center, Task, Fund, Account, FIPS, Agency Use 1 and 2, and Asset. The project account actual amount is also displayed for each project detail account. The report utilizes a page break for each Project so that each page only displays accounts for one individual Project.

PURPOSE / USE:

This report is used to research and review project detail information.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Project Status Report

PARAMETERS:

- Business Unit
- Ledger
- Fiscal Year
- Accounting Period From and To
- Project Range From and To

FORMAT:

GL - Project Status Report

CARDI Report II				wealth of							11/19/2014 08:47 00	
Project Ra	ACTUALS ir: 2015 ; Period From: 1 To: 5 inge From: To:									Page No.	1 of 63	
Project Id	Account Description		Actual Amount	Tank	Pund	Department	Program	PIPS	Agency Usel	Agency Use2	Cost Center	Asset
5012520	Electrical Repair & Maint Sryc	s	8,775.00	80	08200	99800	998000					
	Electrical Repair & Maint Srvc	s	930.00	22	08200	99800	998000					
	Mechanical Repair & Maint Srvc	s	2,890.00		08200	33800	998000					
	Mechanical Repair & Maint Srvc	s	5,277.00	76	08200	99800	998000					
	Mechanical Repair & Maint Srvc	s	658.02	22	01000	54000	145007		DESIGN SEE			
	Plant Repair & Maint Services	s	3,181.36		08200	33800	998000					
	Plant Repair & Maint Services	s	4,400.00	78	08200	99800	998000					
	Plant Repair & Maint Services	š	888.00	81	08200	99800	998000					
	Plant Repair & Maint Services	\$	6,430.00	22	08200	99800	998000					
	Architecturl & Engineerng Srvc	s	6,155.10		08200	99800	998000					
	Skilled Services	s	10,952.00		08200	99800	998000					
5012680	Skilled Services	\$	1,021.00	22	08200	99800	998000					
5013510	Building Repair & Maint Materl	ş	10,377.50	6.9	08200	99800	998000					
	Ruilding Repair & Maint Materl	\$	1,525.00	99	08200	99800	998000					
Total Repe	enditure:	Ş	62,459.98									
609560	Cash Trasfr In - Load GF Cash	ş	-0.91		01000	33335	998000					
Total Tran	afera:	ş	-0.91									
Total Net	Activity:	ş	63,459.07									

GL - Revenue Status Report

RPT NBR: VGLR0008

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This report provides estimated revenue, year to date actual revenue, prior year end actual revenue, current month actual revenue, and prior year actual for the same month period.

PURPOSE / USE:

This report is used to provide estimated revenue, actual and the prior year actual revenue at the fund and account level.

NAVIGATION PATH:

Main Menu > Commitment Control > Budget Reports > Revenue Status Report

PARAMETERS:

- Business Unit (% for all)
- Rev Ledger Group
- Fiscal Year
- To Period

FORMAT:

GL – Revenue Status Report

CARDINAL eport ID: RGL008		wealth of Virginia NUE STATUS REPORT		Run Date: 08/21/2012 Run Time: 01:20 00		
usiness Unit: 15100 : VA Department of Accou evenue Budget Ledger: CC OFCREV isoal Year: 2012	nts			Page No. 1 of	2	
us nit Fund Account Description	Estimated Revenue	Year to Date Current Year	Year to Date Last Year	Month - 02 Current Year	Month - 02 Last Year	
5100 01000 4009060 Miscellaneous Revenues	100.00	0.00	0.00	0.00	0.00	
Total for Fund 01000	s 100.00 s	0.00 \$	0.00 \$	0.00 \$	0.00	
02011 4009060 Miscellaneous Revenues	117,330.00	0.00	0.00	0.00	0.00	
Total for Fund 02011	s 117,330.00 s	0.00 s	0.00 s	0.00 \$	0.00	
02111 4009026 Charge Card Rebate Fees 4009084 Refund-Exp/Misc Disburse Pr Yr	721,956.00 1,000.00	7,246,063.57	0.00	7,246,063.57	0.00 0.00	
Total for Fund 02111	s 722,956.00 s	7,246,063.57 \$	0.00 s	7,246,063.57 \$	0.00	
06080 4002700 Fees For Admin Services	20,000.00	517,742.50	0.00	517,742.50	0.00	
Total for Fund 06080	\$ 20,000.00 \$	517,742.50 8	0.00 \$	517,742.50 \$	0.00	
09362 4006162 Commonwealth Health Research	2,135,406.00	990,009.00	0.00	0.00	0.00	
Total for Fund 09362	\$ 2,135,406.00 \$	990,009.00 \$	0.00 \$	0.00 \$	0.00	
Total for Business Unit 15100	s 2 995 792 nn s	8,753,815.07 \$	0.00 s	7 763 806 07 8	0.00	

GL - Statement of Cash Position of Funds Report

Rpt Nbr: RGL018

LAST REVISION: 10/04/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

The report summarizes for an Agency by Fund Detail the Variance of Budget Balance for the CC_CASH ledger ACTUALS versus Cash Balance. The cash balances are both budget checked and actuals.

PURPOSE / USE:

The report is used by Fiscal / Accounting Offices to monitor the Agency's cash position as part of the reconciliation process.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Stmt of Cash Position of Funds

PARAMETERS:

Business Unit

FORMAT:

Statement of Cash Position of Funds Report

CARDII Report ID		Commonwealth of Virginia STATEMENT OF CASH POSITION OF FUNDS		Run Date: 10/04/2012 Run Time: 07:27 00
	nit: 15100 : 10/04/12			Page No. 1 of 1
FUND DETAIL	TITLE	BUDGET BALANCE	CASH BALANCE	<u>variance</u>
Business U	nit : 15100			
01000	General Fund	8,099,814.18	(432,435.50)	8,532,249.68
02011	DOA Statewide Accounting Svcs	2,102,060.22	146.79	2,101,913.43
02054	Cost Recovery Audit Fund	2,599.33	3,797.47	(1,198.14)
02111	Charge Card Rebate Fund	1,005,462.01	16,273.21	989,188.80
02700	Parking	47,793.50	15,679.00	32,114.50
02710	Central Garage Pool Vehicles	4,000,000.00	0.00	4,000,000.00
02770	Emergency Mgmnt Assist Compact	550,000.00	0.00	550,000.00
04100	Hwy Maintenance & Operating Fd	1,000,000.00	0.00	1,000,000.00
06080	Payroll Service Bureau Service	3,313,963.54	174,344.77	3,139,618.77
06090	Enterprise App - Cardinal	2,000,000.00	0.00	2,000,000.00
06150	Enterprise App-Perf Budgeting	(600.00)	0.00	(600.00)

Business Unit As Of Date	:: 15100 : 10/04/12				Page No. 1 of 1
PUND DETAIL	TITLE		BUDGET BALANCE	CASH BALANCE	VARIANCE
Business Unit	: 15100				
01000	General Fund		8,099,814.18	(432,435.50)	8,532,249.68
02011	DOA Statewide Accounting Svcs		2,102,060.22	146.79	2,101,913.43
02054	Cost Recovery Audit Fund		2,599.33	3,797.47	(1,198.14)
02111	Charge Card Rebate Fund		1,005,462.01	16,273.21	989,188.80
02700	Parking		47,793.50	15,679.00	32,114.50
02710	Central Garage Pool Vehicles		4,000,000.00	0.00	4,000,000.00
02770	Emergency Mgmnt Assist Compact		550,000.00	0.00	550,000.00
04100	Hwy Maintenance & Operating Fd		1,000,000.00	0.00	1,000,000.00
06080	Payroll Service Bureau Service		3,313,963.54	174,344.77	3,139,618.77
06090	Enterprise App - Cardinal		2,000,000.00	0.00	2,000,000.00
06150	Enterprise App-Perf Budgeting		(600.00)	0.00	(600.00)
09362	Commonwealth Health Research		617,806.42	138,818.62	478,987.80
15000	General Fixed Asset Acct Group		0.00	0.00	0.00
		*** AGENCY 15100 TOTAL	22,738,899.20	(83,375.64)	22,822,274.84

GL - Summary Fluctuation Analysis Report

Rpt Nbr: RGL028

LAST REVISION: 10/24/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report provides the variance in expenditures by Chart of Account (COA) elements between Fiscal Years.

PURPOSE / USE:

This report typically will be used by Fiscal / Accounting Offices for trend analysis in comparing summarized Chart of Account data between two or three Fiscal Years.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Summary Fluctuation Analysis

PARAMETERS:

- Report Request Parameters:
 - o Business Unit
 - Ledger Selection:
 - Actuals
 - Cash
 - Modified Accrual
 - Full Accrual
 - Forecast
 - Fiscal Year Range
 - Base Fiscal Year
 - Accounting Period From and To
 - Fiscal Year To Be compared Against:
 - Fiscal Year 1
 - Fiscal Year 2
 - Chartfield Selection:
 - Field Name
 - Show Chartfield Description opt
 - Subtotal opt

FORMAT:

Summary Fluctuation Analysis Report

CARDINAL Report ID: RGL028	Commonwealth of Virginia SUMMARY FLUCTUATION ANALYSIS REPORT	Run Date: 10/23/2012 Run Time: 06:31 00
Business Unit: 50100 Base Fiscal Year: 2011 Ledger Group(s): Actuals Accounting Periods: 1 - 1		Page No. 1 of 3
	Base FY : 2011 FY1 : 2012 Change & Change FY2 : 2013	<u>Change</u> <u>§ Char</u>
01000 General Fund SubTotal for 01000	0.00 1,131,880.12 1,131,880.12 100.00 992,931.82 0.00 \$ 1,131,880.12 1,131,880.12 100.00 \$992,931.82 1,131,880.12 1,131,880.12 100.00 \$992,931.82	
04010 Highway Federal SubTotal for 04010	93,440,833.87 54,204,617.62 (39,236,216.25) (41.99) 67,217,484.72 93,440,833.87 \$ 54,204,617.62 \$ (39,236,216.25) (41.99)\$ 67,217,484.72 (41.99)\$ 67,217,484.72	
04100 Hwy Maintenance & Operating Fd SubTotal for 04100	93,504,692.79 153,793,384.97 60,288,692.18 64.48 170,648,691.25 93,504,692.79 \$153,793,384.97 \$60,288,692.18 64.48 \$170,648,691.25 60,288,692.18	
04220 Transportatn Partnrshp Opp Fd SubTotal for 04220	180,919.59 13,358.91 (167,560.68) (92.62) 456,626.21 \$180,919.59 \$ 13,358.91 (\$167,560.68) (92.62) \$456,626.21	
04362 Powhite Revenue Fund SubTotal for 04362	0.00 228,047.99 228,047.99 100.00 259,555.38 \$ 0.00 \$228,047.99 \$228,047.99 100.00 \$259,555.38	
04363 Powhite Maint Replacmnt Fund SubTotal for 04363	0.00 0.00 0.00 0.00 12,926.45 \$ 0.00 \$ 0.00 0.00 \$ 12,926.45 0.00 \$ 0.00 \$ 12,926.45	
04710 Transportation Trust Fund SubTotal for 04710	85,220.53 51,029.07 (34,191.46) (40.12) 51,548.80 \$ 85,220.53 \$ 51,029.07 \$ (34,191.46) (40.12)\$ 51,548.80 \$ (40,12)\$ 51,548.80	
04720 Highway Construction Fund SubTotal for 04720	27,002,657.67 51,706,863.95 24,704,206.28 91.49 77,067,109.70 \$ 27,002,657.67 \$ 51,706,863.95 \$ 24,704,206.28 91.49 \$ 77,067,109.70 \$ 77,067,109.70	
04760 Toll Facilities Revolving Fund SubTotal for 04760	0.00 191,865.37 191,865.37 100.00 334,585.41 \$ 0.00 \$191,865.37 \$191,865.37 100.00 \$334,585.41	
04766 Violation Enforcement Sys SubTotal for 04766	(11,509.61) (6,496.69) 5,012.92 43.55 (33,679.82 (11,509.61) \$ (6,496.69) \$ 5,012.92 43.55 \$ (33,679.82	
04769 Smart Tag SubTotal for 04769	114,388.54 6,824.30 (107,564.24) (94.03) 66,161.12 \$114,388.54 \$ 6,824.30 (\$107,564.24) (94.03)\$ 66,161.12	

					I	Page No. 3 of 3	
	Base FY : 2011	FY1 : 2012	Change	% Change	FY2 : 2013	Change	% Chan
SubTotal for 10940	\$ 15,230,196.70 <u>\$</u>	21,998,090.16 \$	6,767,893.46	44.44 S	10,460,114.63	\$ (4,770,082.07)	(31
Total	242,881,151.49	\$300,821,118.18 \$	57,939,966.69	23.86	\$556,556,771.86	\$313,675,620.37	129

GL - Summary Ledger Detail Report

Rpt Nbr: GLS1001

LAST REVISION: 10/05/12

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

The report lists summary ledger balances.

PURPOSE / USE:

The report is used for reconciliation purposes.

NAVIGATION PATH:

Main Menu > General Ledger > Summary Ledgers > Summary Ledger Detail Report

PARAMETERS:

 Unit, Ledger, Ledger Code, Fiscal Year, From Period and To Period, Display Full Numeric Field opt, Chartfield Selection

FORMAT:

Summary Ledger Detail Report

```
| Report ID: CLG1001 | STAMPARY LEDGER - DETAIL | STAMPARY LEDGER - DETAIL | Run Date 10/09/2013 | Run Date 10
```

GL - Track W/O Budget – Exp by CF Report

Rpt Nbr: RGL007B

LAST REVISION: 10/04/2012

LOADED INTO CATALOGUE: 09/27/2012

DESCRIPTION:

This report summarizes expenditures only by selected chartfields, month to date and fiscal year to date. The report is run only for budget ledgers set to track without budget.

PURPOSE / USE:

The report, which has very flexible chartfield selection parameters, is used to track expenditures.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Track W/O Budget - Exp by CF

PARAMETERS:

- Request Parameters:
 - Business Unit
 - o Budget Ledger
 - Fiscal Year
 - As of Period
- Values by Chartfield:
 - o Field Name
 - Tree Name
 - o Level Name
 - How Specified
- Subtotal opt
- Tree Node Selector, Select Values / Nodes

FORMAT:

Track W/O Budget – Exp by CF Report

CARDINAL Report ID: RGL007B	Commonwealth of Virgini TRACK WITHOUT BUDGET - EXPENDITURE			Run Date: 10/04/2012 Run Time: 02:32 00		
				Page No. 1 of 11		
usiness Unit: 50100 iscal Year: 2013 s of Period: 2 udget Ledger: C_OPRSUM_B						
usiness Fund						
<u>sit Code Project Program Dept</u> 1000 604001	Account B: 5011110	adgeted Amount	Month Expended	Year-to-Date Expended	Unexpended Amou	
604001	5011110	0.00	85,116.81 63,097.09	323,607.89 249,274.16	(323,607.89) (249,274.16)	
	5011120	0.00	288.70	1,495.22	(1,495.22)	
	5011140	0.00	9,352.89	35,555.40	(35,555.40	
	5011150	0.00	141,074.64	536,080.18	(536,080.18	
	5011230	0.00	837,797.41	2,308,314.73	(2,308,314.73	
	50112301	0.00	180,803.68	693,347.54	(693,347.54	
	5011250	0.00	75,823.45	229,963.71	(229,963.71	
	5011410	0.00	6,478.05	14,943.93	(14,943.93	
	5011650	0.00	(1.84)	(1.84)	1.84	
	5012120	0.00	24.54	49.39	(49.39	
	5012150	0.00	0.00	19.25	(19.25	
	5012160	0.00	38,944.07	39,110.59	(39,110.59	
	5012170 5012190	0.00	4,579.82 153.41	20,422.48	(20,422.48	
	5012190	0.00	153.41	322.01	(322.01	

se Fund <u>Code Project Program</u>	Dept	Account 5022330 5022380 5022420 5022430 5022530	0.00 0.00 0.00	Month Expended 4,373.17 285.50	Year-to-Date Expended 5,065.39	Unexpended Amoun
	_	5022380 5022420 5022430	0.00			(5,065.39)
		5022420 5022430		285.50		
		5022430			285.50	(285.50)
				0.00	436.90	(436.90)
		E022E30	0.00	4,216.71	5,123.19	(5,123.19)
			0.00	3,665,74	4,449.74	(4,449.74)
		5022540	0.00	0.00	937.14	(937.14)
		5022550	0.00	10,343.58	15,657.74	(15,657.74)
		5022580	0.00	2,533.70	2,533.70	(2,533.70)
		5022610	0.00	3,617.94	4,215.47	(4,215.47)
		5022620	0.00	10,442.00	36,557.15	(36,557.15)
		5022630	0.00	7,128.39	9,872.87	(9,872.87)
		5022640	0.00	1,109.33	3,263.30	(3,263.30)
		5022680	0.00	1,790.12	1,809.73	(1,809.73)
		5022710	0.00	7,830.80	9,606.70	(9,606.70)
		5022740	0.00	74,196.20	87,788.44	(87,788.44)
		5022750	0.00	644.69	957.44	(957.44)
		5022760	0.00	38,896.35	98,474.61	(98,474.61)
		5022780	0.00	234.54	234.54	(234.54)
		5022810	0.00	0.00	5,230.23	(5,230.23)
		5022830	0.00	3,953.70	4,479.70	(4,479.70)
		5022880	0.00	77.76	288.76	(288.76)
		5023220	0.00	0.00	156.00	(156.00)
		5023230	0.00	(1,630.00)	(1,630.00)	1,630.00
		5099001	86,232,000.00	0.00	0.00	86,232,000.00
Program Total :	604005		86,232,000.00	7,208,134.72	16,982,434.33	69,249,565.67
Total for Business Unit : Total for the Report :		· ·	680,987,621.00	180,763,205.96	315,485,887.97	365,501,733.03 365,501,733.03

GL – Transactions in Pending Status Report

Rpt Nbr: VGLR620B

LAST REVISION: 10/22/2014

LOADED INTO CATALOGUE: 10/22/2014

DESCRIPTION:

This report captures transactions that are pending for processing in the General Ledger, Accounts Receivable, Purchasing*, Expenses, Accounts Payable, and Project Costing* modules.

Transactions that are pending for processing have not been successfully entered, combination edited, budget checked, and approved in the various modules. The transactions are waiting for a user to take action before being eligible to be processed further in Cardinal.

The report will return transactions that currently reside in the module sub-groupings below:

- General Ledger Incomplete Journals
- General Ledger Journals Not Edited
- General Ledger Journals Not Budget Checked
- General Ledger Journals Not Approved
- Accounts Receivable Applied Payments Not Run Thru Revenue Estimate*
- Accounts Receivable Applied Payments Not Approved*
- Accounts Receivable Applied Payments Not Successfully Budget Checked*
- Accounts Receivable Incomplete AR Direct Journals
- Accounts Receivable AR Direct Journals Not Budget Checked
- Accounts Receivable AR Direct Journals Not Approved
- Accounts Receivable Applied Payment Not Posted*
- Purchasing Requisition Accounting Entries Not Created*
- Expenses Expense Advances Not Submitted
- Expenses Expense Advances Not Approved
- Expenses Expense Reports Not Submitted
- Expenses Expense Reports Not Approved
- Expenses Expense Reports Not Budget Checked
- Accounts Payable Vouchers Not Matched*
- Accounts Payable Vouchers Not Budget Checked
- Accounts Payable Vouchers Not Approved
- Accounts Payable Voucher Payments On Hold
- Project Costing Project Accounting Splitter Error*
- Project Costing Project Accounting Splitter Cash Accounting not Created*

PURPOSE / USE:

- Payment Cash Checking Use The report can be run ad hoc by agency users to
 monitor and review the cash transactions that are pending for processing. By
 running the report for the cash account (101010) and specific fund value(s) an
 agency user can see the cash transactions that require a user to take action before
 being eligible for further batch processing downstream and eventually posted against
 the cash balance(s) on the ledger.
- General Use The report can be run ad hoc by agency users to monitor and review
 all transactions that are pending for processing. Based on the chartfield selection
 criteria the report can be used to provide a very broad or narrow look at the
 transactions that are pending for processing in the various modules. This report can
 be very useful for users at month end and year end by identifying transactions that
 need to be cleared.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions in Pending Status

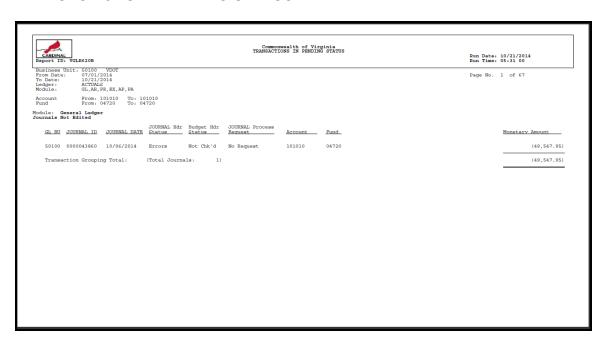
PARAMETERS:

- Report Request Parameters
 - Business Unit
 - o Ledger
 - Actuals
 - From Date
 - o To Date
 - Modules
 - GL (General Ledger)
 - AR (Accounts Receivable)
 - PR (Purchasing)*
 - EX (Expenses)
 - AP (Accounts Payable)
 - PC (Project Costing)*
- Chartfield Selection
 - Sequence
 - ChartField name
 - o Include CF
 - Value

To Value *Only applicable to Business Unit 50100

FORMAT: PDF

TRANSACTIONS IN PENDING STATUS



												D	cn -c cn
												Page No.	67 of 67
dule: A	ccounts Pa	yable Hold											
	Voucher	Line#	Dist#	Acctg Date	Entry Status	Match Action	Match Stat Voucher	Budget Hdr Stat	APPR Status	Schedule Pay Date	Account	Fund	Monetary Amount
50100	00356049	1	1	07/15/2014	Postable	Standard	Matched	Valid	Approved	07/15/2014	101010	04720	(1,047,984.00)
50100	00356049	2	1	07/15/2014	Postable	Standard	Matched	Valid	Approved	07/15/2014	101010	04720	1,047,984.00
50100	00356297	1	1	07/15/2014	Postable	Standard	Matched	Valid	Approved	07/15/2014	101010	04720	(32,063.14)
50100	00356297	2	1	07/15/2014	Postable	Standard	Matched	Valid	Approved	07/15/2014	101010	04720	32,063.14
Transa	ction Grou	ping Tot	tal:	(Voucher Co	unt: 2)								0.00
Report	Total:												(8,133,902.24)
								Daniel Control					
							End of	Report					

GL – Transactions Ready for Processing Report

Rpt Nbr: VGLR620A

LAST REVISION: 10/22/2014

LOADED INTO CATALOGUE: 10/28/2014

DESCRIPTION:

This report captures transactions that are ready for processing in the General Ledger, Accounts Receivable, Purchasing*, Expenses, Accounts Payable, and Project Costing* modules.

Transactions that are ready for processing have been successfully entered, combination edited, budget checked, and approved in the various modules. The transactions are waiting for the nightly Cardinal batch processing to begin so the transactions can be further processed to the point of being posted to the Ledger in General Ledger.

The report will return transactions that currently reside in the module sub-groupings below:

- General Ledger Journals Not Posted
- Accounts Receivable AR Direct Journals Not Journal Generated
- Accounts Receivable Applied Payment Not Journal Generated*
- Purchasing Requisitions Not Journal Generated*
- Expenses Expense Payments Not Journal Generated
- Expenses Expense Reports Ready to be Paid
- Expenses Expense Advances Ready to be Paid
- Accounts Payable Voucher Payments Not Journal Generated
- Accounts Payable Vouchers Ready to be Paid
- Project Costing Project Accounting Splitter Cash Not Journal Generated*

PURPOSE / USE:

- Payment Cash Checking Use The report can be run ad hoc by agency users to monitor and review the cash transactions that are ready for processing. By running the report for the cash account (101010) and specific fund value(s) an agency user can foresee the potential impact to the beginning cash balance(s) on the ledger before pay cycle and payment cash checking processing begins.
- General Use The report can be run ad hoc by agency users to monitor and review all
 transactions that are ready for processing. Based on the chartfield selection criteria the
 report can be used to provide a very broad or narrow look at the transactions that are
 ready for processing in the various modules before the nightly batch processing begins.

NAVIGATION PATH:

Main Menu > General Ledger > General Reports > Payment Cash Reports > Transactions Ready for Process

PARAMETERS:

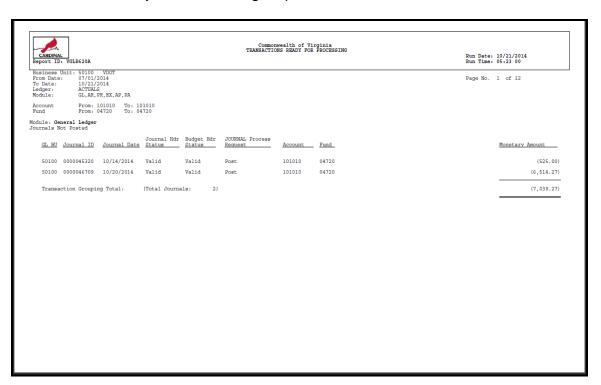
- Report Request Parameters
 - o Business Unit
 - Ledger
 - Actuals
 - From Date
 - o To Date
 - Modules
 - GL (General Ledger)
 - AR (Accounts Receivable)
 - PR (Purchasing)*
 - EX (Expenses)
 - AP (Accounts Payable)
 - PC (Project Costing)*
- Chartfield Selection
 - o Sequence
 - ChartField Name
 - o Include CF
 - o Value
 - o To Value

FORMAT:

PDF

^{*}Only applicable to Business Unit 50100

Transactions Ready for Processing Report



												ъ. и	12 of 12
												Page No.	12 OF 12
lule: A	ccounts Pa leady to be	yable Paid											
AP BU	Voucher	Line#	Dist#	Acctq Date	Entry Status	Match Action	Match Stat Voucher	Budget Hdr Stat	Schd Pav Date	Account	Fund		Monetary Amount
50100	00389240	1	1	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720		8,564.80
50100	00389240	1	2	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720		(382,118.04)
50100	00389240	2	1	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720		(12,445.50)
50100	00389240	2	2	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720		5,156.01
50100	00389250	1	1	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720		(83,751.56)
50100	00389250	2	1	10/20/2014	Postable	Standard	Matched	Valid	10/20/2014	101010	04720		(6,381.78)
Transa	ction Grou	ping Tot	:al:	(Voucher Co	unt: 59)								(2,823,532.55)
Report	Total:												(2,836,722.99)
							End of	Report					

General Ledger – nVision

GL nVision Reports

GL - nVision - Budget to Actual - Cost Center by Account Report

RPT NBR: VGLR0614

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This nVision report provides Operational Budget and Actual Expenditure amounts for a Business Unit by Account and Cost Center for the current period and year to date.

PURPOSE / USE:

This report is used to monitor Operational Budget and Actual Expenditure totals and variance of budget remaining for a Business Unit and Cost Center by Account.

NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

PARAMETERS:

 Business Unit - This nVision report scope includes Business Unit. The nVision report layout returns Budget and Actual data by Account for each Cost Center related to the specified Business Unit. The nVision report is retrieved by Business Unit and Cost Center Code.

FORMAT:

GL - nVision - Budget to Actual - Cost Center by Account Report

CARDINAL	Commonwe	alth of Virginia													
	Budget to Actual-Co	st Center by Account													
eport ID:	T_GL614 VGLR0614													Run Date:	30-Jun-2014 9:22:34 AM
ayout ID: cope ID:	VGLR0614 08GL0201D													Run Time:	9:22:34 AM
eriod Ending															
usiness Unit	41100	Department of Forestry													
ost Center:	151	New Kent Forestry/Conf Cent	er												
Account	Description	Operational Budget	2014-1	2014-2	2014-3	2014-4	2014-5	2014-6	2014-7	2014-8	2014-9	2014-11	Current Year Expenditure	(Over) Under Budget	% of Budget Remaining
011130	Wage Social Security&Medicare	0.00	43.24	31.22	32.91	37.41	32.91	31.00	45.47	30.17	33.72	0.00	318.05	(318.05)	
011410	Wages, General	0.00	565.25	408.13	430.18	489.09	430.18	405.19	594.40	394.48	440.89	0.00	4.157.79	(4.157.79)	
011440	Wages, Student	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	880.00	1,080.00	8,920.00	89.20
011460	Wages, Fed Work Study Student	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(200.00)	0.00	0.00	(200.00)	5,200.00	104.00
012190	Inbound Freight Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	15.00	(15.00)	0.00
012510	Custodial Services	0.00	283.00	453.00	98.00	0.00	0.00	600.00	883.00	345.00	481.00	0.00	3,143.00	(3,143.00)	0.00
012560	Mechanical Repair & Maint Srvc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	187.50	0.00	85.00	0.00	272.50	(272.50)	0.00
012650	Laundry & Linen Services	0.00	0.00	420.00	352.00	0.00	0.00	0.00	760.00	0.00	270.00	0.00	1,802.00	(1,802.00)	0.00
012680	Skilled Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480.00	0.00	0.00	0.00	480.00	(480.00)	0.00
013120	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.49	0.00	0.00	0.00	9.49	(9.49)	
013220	Gas	0.00	0.00	114.72	0.00	52.20	0.00	0.00	0.00	0.00	645.02	0.00	811.94	(811.94)	0.00
013230	Gasoline	0.00	0.00	77.18	75.11	337.66	60.72	81.04	0.00	0.00	0.00	0.00	631.71	(631.71)	0.00
		15.000.00	4.418.28	8.533.62	3.696.44	4.412.97	559.21	3.629.24	6.116.91	3.834.90	5.554.09	880.00	41,635,66	(26,635.66)	-177.57

GL - nVision - Budget to Actual - Department by Account Report

RPT NBR: VGLR0615

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This nVision report provides Operational Budget and Actual Expenditure amounts for a Business Unit by Account and Department for the current period and year to date.

PURPOSE / USE:

This report is used to monitor Operational Budget and Actual expenditure totals and variance of budget remaining for a Business Unit and Department by Account.

NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

PARAMETERS:

 Business Unit - This nVision report scope includes Business Unit. The nVision report layout returns Budget and Actual data by Account for each specific Department ID related to the specified Business Unit. The nVision report is retrieved by Business Unit and Department ID.

FORMAT:

GL – nVision - Budget to Actual - Department by Account Report

CARDINAL		Commonwealth	of Virginia		
		Budget to Actual-Depar	tment by Account		
Report ID:	T_GL615			Run Date:	1-May-2014
Layout ID:	VGLR0615			Run Time:	10:21:32 AM
Scope ID:	08GL0201G				
Period Ending:	2014-03-31				
Business Unit:	41100	Department of Forestry			
Department:	1300				
Account	Description	Operational Budget	Current Year Expenditures	(Over) Under Budget	% of Budget Remaining
5011440	Wages, Student	1,750,000.00	0.00	1,750,000.00	100.00
5012120	Outbound Freight Services	1,750,000.00	0.00	1,750,000.00	100.00
5012430	Attorney Services	1,750,000.00	0.00	1,750,000.00	100.00
5099001	Budget Roll up Account	(755.00)	0.00	(755.00)	100.00
	Expenditures	5,249,245.00	0.00	5,249,245.00	100.00

GL - nVision - COVA Standard Budget to Actual - Fund, Program, Account Report

Rpt Nbr: RGL004A

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This nVision report provides Operational Budget and Actual Expenditures for a specified Business Unit and related Fund and Program, summarized by Account Code for both Accounting Period and Fiscal Year to Date.

PURPOSE / USE:

The report is used to monitor Operational Budget and Actual for a Business Unit by Fund and Program by Account Code.

NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

PARAMETERS:

 Business Unit – This nVision report scope includes Business Unit. The Vision report layout returns Operational Budget and Actual expenditure data by Fund and Program specified in the scope for the Business Unit. The nVision report is retrieved by Business Unit, Fund Code, and Program Code.

FORMAT:

GL - nVision – COVA Standard Budget to Actual – Fund, Program, Account Report nVision report as it appears when first opened

In this example, an operational budget exists for Accounts 5011440 and 5011460. The other accounts do not have a budget, but have expenditures.

	1						_	_	_	
2	[2]	В	С	D	E	F	G	Н	-	J
4		D	C						l l	J
	4			COVA Standard B	Budget to A	ctual - Fund	, Program,	Account		
	6	Report ID:	RGL004A							
	7	Layout ID:	VGLR004A							
	8	Scope:	VGLR004A							
	9	Period Ending:	June 30, 2014	1						
	10	Business Unit:	41100	Department of Forestry	i					
	11	Fund:	01000	General Fund						
ı	12	Program:	501003	Forst Consrv/Mdfre/Wtrsh	nd Svc					
	13	<u> </u>								
	16	Account	Description	Operational Budget	2014-1	2014-2	2014-3	2014-4	2014-5	2014-6
ı										
-	17	*		0.00		00.004.57	400 000 70	04 440 00	40.000.40	
		5011110	Employer Retire Contrb-Def Ben	0.00	90,883.74	60,691.57	103,209.79	81,412.62	49,220.13	64,440
		5011120	Salary Social Securty&Medicare	0.00	77,426.42	51,507.98	25,680.60	69,454.37	40,665.02	54,602
		5011130	Wage Social Security&Medicare	0.00	447.91	513.59	358.56	474.88	375.04	399
		5011140	Group Life Insurance		12,346.13	8,244.72	4,306.29	11,059.48	6,686.30	8,753
		5011150	Employer Health Ins Premium	0.00	239,426.38	163,138.96	94,623.43	210,949.96	135,531.33	171,750
		5011160	Retiree Health Ins Cr Premium	0.00	10,375.24	6,928.32	3,618.71	9,293.67	5,618.73	7,356
		5011170	VSDB & Longterm Disability Ins	0.00	3,436.19	2,217.67	659.71	3,340.00	1,612.78	2,453
		5011220	Salaries, Appointed Officials		11,291.10	7,726.16	7,726.16	7,726.16	7,726.16	7,726
		5011230 5011250	Salaries, Classified	0.00	978,508.31	642,797.65	672,613.09	697,724.13	340,374.93	689,742
		5011250 5011280	Salaries, Overtime	0.00	0.00	0.00	0.00	0.00	0.00	273
		5011280 5011310	Salaries, Info Techn Employees	0.00	47,548.17	41,050.82	38,378.08	38,378.08	38,378.08	38,378
		5011310	Bonuses & Incentives	0.00	0.00	1,780.00	1,780.00	0.00	0.00	0
			Deferred Comp Match Payments		7,782.35	4,896.35	2,431.29	6,553.68	3,978.08	5,139
		5011410	Wages, General	0.00	5,855.18	6,713.68	4,686.61	6,207.81	4,902.32	5,223
		5011440	Wages, Student	10,000.00	0.00	0.00	0.00	0.00	0.00	0
		5011460 5011510	Wages, Fed Work Study Student	5,000.00 0.00	0.00	0.00	0.00	0.00	0.00	0
			Workers' Compensation Awards	0.00	3,249.21	2,073.63	2,142.64	843.26	0.00	0
		5011530 5011540	Short-Term Disability Benefits Supplement Disability Benefit	0.00	1,839.78 66.78	312.77 0.00	1,395.38 0.00	0.00	0.00	0

GL - nVision – COVA Standard Budget to Actual – Program, Fund Report

Rpt Nbr: RGL003A

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This nVision report provides Appropriations and Expenditures for a Business Unit by Fund and Program for all Programs within the Fund specified in the report scope.

PURPOSE / USE:

The report is used to monitor Budget and Actual by Fund and Program at the Business Unit level.

NAVIGATION PATH:

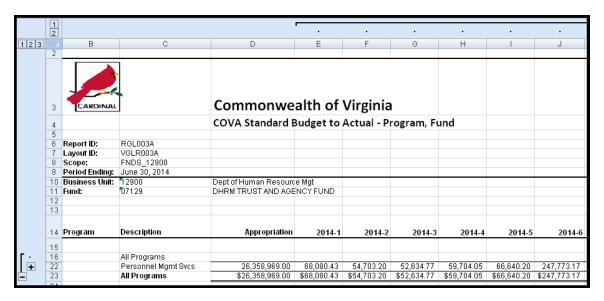
Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

PARAMETERS:

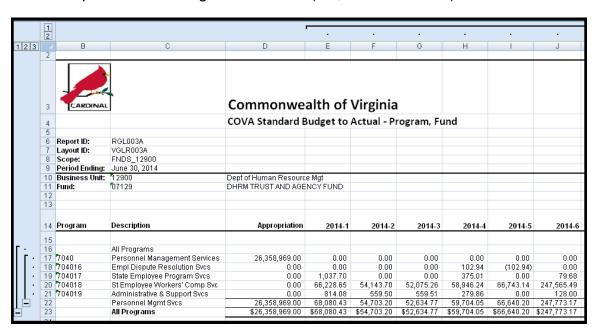
 Business Unit – This nVision report scope includes Business Unit. The nVision report layout returns Budget and Actual data by Program and Sub-program for all Programs related to the Fund specified in the scope for the Business Unit. The nVision report is retrieved by Business Unit and Fund Code.

FORMAT:

GL - nVision – COVA Standard Budget to Actual – Program, Fund Report nVision report as it appears when first opened



nVision report with the Programs nPloded (i.e., rows unhidden)



GL - nVision - Project Expenditures by Task Report

RPT NBR: VPAR106C

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This nVision report breaks out the total posted amounts by all tasks under a Project and Business Unit from Project Budget ledger, Journal Header and Journal line tables for project life to date and year to date time spans.

PURPOSE / USE:

This report is used to review Project Budget versus Actual expenditures by Account for a specified Project for both Fiscal YTD and Project to Date (Project Life to Date) time spans.

NAVIGATION PATH:

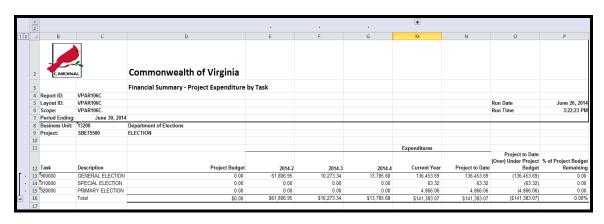
Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

PARAMETERS:

 Business Unit – This nVision report scope includes Business Unit. Reports are generated for all Projects related to the Business Unit. The report is retrieved by Project Number.

FORMAT:

GL - nVision - Project Expenditures by Task Report



GL - nVision - Project Financial Summary Report

RPT NBR: VPAR0567

LAST REVISION: 07/08/2014

LOADED INTO CATALOGUE: 07/08/2014

DESCRIPTION:

This nVision report is run is all projects related to a specified Business Unit by Summary Project and provides the Project Budget for both the summary project and the operating projects. It also provides the expenditure actuals for YTD and Project LTD. In addition, the Project to Date (Over) Under Project Budget also displays the variance between Project Budget and Project LTD spending amount and percent of Project Budget Remaining is displayed at the end, which tells the remaining budget for that Project.

PURPOSE / USE:

This nVision report is used to research and review project financial information.

NAVIGATION PATH:

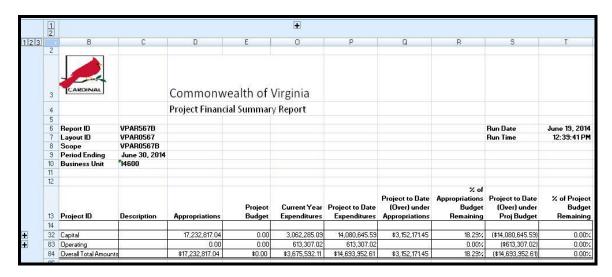
Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

PARAMETERS:

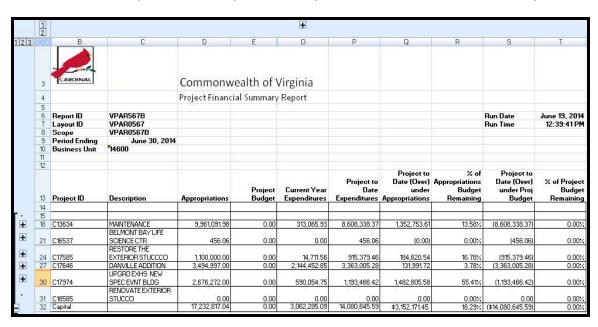
 Business Unit - This nVision report layout uses a PROJECT_REPORTING tree for each Business Unit (BU) which has nodes for CAPITAL and OPERATING Projects. The nVision scope only includes BU, since it gets the associated projects for each BU from that BU's PROJECT REPORTING tree. The report is retrieved by Business Unit.

FORMAT:

GL - nVision - Project Financial Summary Report



You can scroll, implode, and expand the report to view the various details provided.



GL - nVision – Project Financial Summary Report

	1 2							•8	+		
2 3		В	С	D	E	F	G	н	0	Р	Q
	3	CARDINAL		Commonwe	ealth of V	irginia					
	4			Project Financia		10.000					
	5			riojectrinalicia	n Summary i	report					
	6	Report ID	VPAR567B								
	7	Layout ID	VPAR0567								
	8	Scope	VPAR0567B								
	9	Period Ending	June 30, 2014								
	10	Business Unit	14600								
	11	Dusiness onk	11000								
	12										
		Project ID	Description	Appropriations	Project Budget	2014-1	2014-2	2014-3	Current Year Expenditures	Project to Date Expenditures	Project to Date (Over unde Appropriations
	14										
•	15								200000000000000000000000000000000000000	******************	200000000000000000000000000000000000000
+	18	C13634	MAINTENANCE	9,961,091.98	0.00	30,466.89	40,219.32	28,159.91	313,065.93	8,608,338.37	1,352,753.6
+	21	C16537	BELMONT BAY LIFE SCIENCE CTR	456.06	0.00	0.00	0.00	0.00	0.00	456.06	(0.00
+			RESTORE THE								
		C17585	EXTERIOR STUCCCO	1,100,000.00	0.00	14,711.56	0.00	0.00	14,711.56	915,379.46	184,620.5
+	27	C17646	DANVILLE ADDITION	3,494,997.00	0.00	151,048.05	230,594.41	469,644.98	2,144,452.85	3,363,005.28	131,991.7
+	30	C17974	UPGRD EXHS NEW SPEC EVNT BLDG	2,676,272.00	0.00	14,078.84	0.00	57,855.25	590,054.75	1,193,466.42	1,482,805.5
		SA-SECULO SECULO	RENOVATE EXTERIOR		5000000			100000000000000000000000000000000000000			
127		C18585	STUCCO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
	32	Capital		17,232,817.04	0.00	\$210,305.34	\$270.813.73	\$555,660.14	3,062,285.09	14,080,645.59	\$3,152,171.45

	1 2								+		
2 3	4	В	С	D	Е	F	G	н	0	P	Q
	3	CARDINAL	_	Commonwe		irginia			J	•	70
				Project Financia							
	4			Project Financia	ai summary	Keport					
- 1	5	D	UDADECZD.								
- 1	7	Report ID	VPAR567B VPAR0567								
- 1	8	Layout ID Scope	VPAR0567B								
	9	Period Ending	June 30, 2014								
ŀ	10	Business Unit	14600								
- 1	11	Dusiness Onk	14000								
ŀ	12										
	13	Project ID	Description	Appropriations	Project Budget	2014-1	2014-2	2014-3	Current Year Expenditures	Project to Date Expenditures	Project Date (Ove und
	14										
ā., I	15	Management			100000000				500000000000000000000000000000000000000		
+	18	C13634	MAINTENANCE	9,961,091.98	0.00	30,466.89	40,219.32	28,159.91	313,065.93	8,608,338.37	1,352,753.
Ŧ	21	C16537	BELMONT BAY LIFE SCIENCE CTR	456.06	0.00	0.00	0.00	0.00	0.00	456.06	(0.0
Ŧ			RESTORE THE				74.000	70.00			
		C17585	EXTERIOR STUCCCO	1,100,000.00	0.00	14,711.56	0.00	0.00	14,711.56	915,379.46	
Đ	27	C17646	DANVILLE ADDITION	3,494,997.00	0.00	151,048.05	230,594.41	469,644.98	2,144,452.85	3,363,005.28	131,991
ŧ	30	C47074	UPGRD EXHS NEW SPEC EVNT BLDG	2.070.272.00	0.00	14 070 04	0.00	EZ 055 05	E00.0E4.7E	1 100 400 40	1 400 005
-	30	C17974	RENOVATE EXTERIOR	2,676,272.00	0.00	14,078.84	0.00	57,855.25	590,054.75	1,193,466.42	1,482,805.
9	31	C18585	STUCCO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
		Capital	310000	17.232.817.04	0.00	\$210,305,34	\$270,813.73	\$555,660,14	3.062.285.09	14.080.645.59	
	02	Capital		11,202,011.01		¥210,000.04	4210,010.10	¥000,000.14	0,002,200.00	11,000,010.00	40,102,111
. 1	75	SMV8840903	Summer STEM Pburg-TCI	0.00	0.00	1,595.07	3,379.00	0.00	600.48	9,449.67	9,449.1
		SMV8850100	OST-Hopewell - John Rnc	0.00	0.00	0.00	0.00	0.00	0.00	1,410.56	1,410.
1		SMV8850201	STEM (Richmond) - Altria	0.00	0.00	250.00	2,014.11	0.00	10,448.27	38,258.18	38,258.
		SMV8850202	OST STEM Rohmd-Altria	0.00	0.00	0.00	0.00	0.00	0.00	5,772.44	5,772.
		SMV8850203	OST STEM Expansion Ric	0.00	0.00	0.00	0.00	0.00	1,907.84	15,913.12	15,913
	80	SMV8860000	Assess Metric Eval-TCF	0.00	0.00	0.00	0.00	0.00	0.00	26,722.48	26,722.
	81	SMV8870000	Mentor Mentee -Altria AC	0.00	0.00	0.00	0.00	0.00	5,839.82	8,883.46	8,883.
1		SMV8880000	Statewide STEM-Healy	0.00	0.00	0.00	0.00	75.00	0.00	55,475.95	55,475.
	83	Operating	90	0.00	0.00	\$32,021.90	\$65,013.98	\$40,952.06	\$35,717.94	613,307.02	613,307
1117	84	Overall Total Amou	nts	\$17,232,817.04	\$0.00	\$242,327.24	\$335,827.71	\$596.612.20	\$306,536.61	\$3,675,592.11	\$14,693,952

Security

Queries

V_ PT_SEC_ROLE_USERS – Users Assigned to Role Query

LAST REVISION: 11/30/12

LOADED INTO CATALOGUE: 11/30/12

DESCRIPTION:

This query shows all User IDs that have a specific role.

PURPOSE / USE:

Use this query to:

- Determine whether there are enough users in a particular role at a location (Department ID) to provide a backup and/or perform the related tasks. For example, you can check the number of users with the voucher processor (V_AP_VOUCHER_PROCESSOR) role to see whether you have enough staff with that role to handle the volume of work.
- Locate the users who can perform certain tasks, particularly when access to sensitive data may be restricted to very few users. For example enter or select V_AP_EDI_COORDINATOR to identify user IDs who can enter and/or update your vendors' EDI information.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PT_SEC_ ROLE_USERS – Users assigned to Role

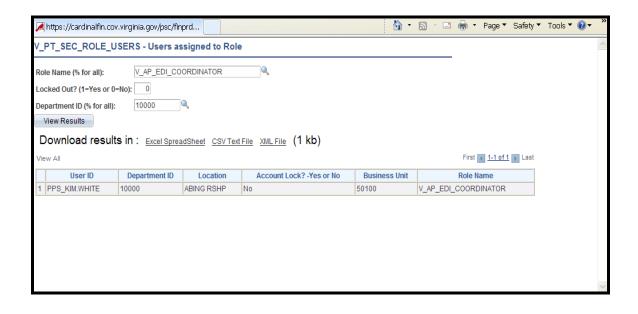
PARAMETERS:

- Role Name
- Locked Out Enter 0 to view active users
- Department ID

FORMAT:

HTML, CSV, SML, or Excel

V_PT_SEC_ ROLE_USERS - Users assigned to Role Query



PT_SEC_USER_ROLES – Role Names Available to User

LAST REVISION: 11/29/12

LOADED INTO CATALOGUE: 11/29/12

DESCRIPTION:

This query shows all Role Names available to a User ID.

PURPOSE / USE:

- Use this query to identify all security roles held by a specific user.
- When you are adding a user's security, you can use this query to check the roles other users have.
- When you are updating a user's security, you can use this query to help ensure that you add and/or delete roles appropriately.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > PT_SEC_USER_ROLES - User's Roles

PARAMETERS:

User ID

FORMAT:

HTML, CSV XML or Excel

PT_SEC_USER_ROLES – User's Roles

